



# Keiser University

**Department of  
Academic Affairs**

**Histotechnology Student Handbook & Externship Manual**

**Eighteenth Edition**

**Official governing policies and procedures**

**Adopted 2009**

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For questions or comments concerning this handbook, please contact the Department of Academic Affairs. The information contained in this handbook is program specific and supplements the information contained in the institutional catalog. The administration reserves the right to amend, supplement or rescind these policies at any time without prior notification.

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**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

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# **INTRODUCTION**

## **Foreword**

The Keiser University Catalog and the Histotechnology Student Handbook & Externship Manual both outline the policies and procedures specific to the Histotechnology Program. Given the curriculum's nature and the clinical expectations for entry-level professionals, the program's policies and procedures may be more stringent than those of the University as a whole. Students are responsible for familiarizing themselves with all the information contained in the University Catalog and this Student Handbook & Externship Manual. Materials, along with any revisions, should be retained throughout the duration of the program.

All faculty and students have the responsibility of preserving the privacy, dignity, and safety of individuals who are part of the program and must maintain confidentiality in all academic and clinical settings.

This manual was written by the Faculty of the Histotechnology Program to inform students of the Program's policies and procedures. This is a competency based didactic and clinical training program. The faculty will periodically review the policies, procedures, curriculum, and any other information contained in this manual as necessary. Any changes and/or additions will be distributed to the students in writing and will supersede previous policies and/or procedures.

## **Equal Opportunity Statement**

Keiser University's policy of equal opportunity, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status, belief, or religion, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity of the University. To ensure continued success in achieving equal opportunity and non-discrimination in all of its programs and departments, Keiser University hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure equal opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

# **HISTOTECHNOLOGY PROGRAM**

## **Program Description**

Keiser University's Associate of Science degree in Histotechnology prepares students to work as Histotechnicians in a variety of anatomic pathology laboratory settings. The Histotechnology program is designed to develop technical and intellectual skills as well as develop individuals with a commitment to quality patient care, a passion for the profession, and continued growth within the field. Students learn the core requirements of histotechnology including processing and embedding of surgically removed anatomic specimens and microtomy. Students will master routine and special staining techniques that make it possible to distinguish tissue components through microscopic examination.

## **Program Mission Statement**

The Histotechnology Program offers an Associate of Science Degree designed to facilitate the development of ethical, competent, entry level Histotechnicians. The Program emphasizes general histology disciplines, professional behaviors and technical skills training and life-long learning. Graduates are prepared to the national certification examination administered by the American Society for Clinical Pathology and are eligible to be licensed by the State of Florida to practice Histology.

## **Program Goals**

The program's mission is further defined in the following goals:

- Cultivate critical thinking and problem-solving skills necessary to identify and resolve issues in the histology laboratory.
- Develop technical proficiency in foundational histotechnology techniques to ensure quality tissue preparations for diagnostic purposes.
- Foster a professional mindset emphasizing ethical and professional behavior.
- Integrate theoretical knowledge and practical expertise to perform and interpret routine and advanced histochemical techniques.

## **Student Learning Outcomes**

Student learning is assessed throughout the program with the following specific student learning objectives that are measured several times during the program:

- Students will demonstrate safety in the laboratory.
- Students will perform routine laboratory procedures.
- Students will integrate knowledge of staining techniques.
- Students will demonstrate effective professional and ethical behavior.

## **Psychomotor Skills**

- Applicants/students must have sufficient motor function to perform all tasks that are normally expected within the scope of practice for the practitioner in the workplace. For example, students must be able to possess the psychomotor skills to collect tissue specimens, manipulate

instruments that require eye-hand coordination, perform manual laboratory procedures with dexterity and ability to operate computers.

### **Cognitive Skills**

- Applicants/students must be able to measure, calculate, analyze, synthesize, integrate, and apply information. The applicant/student should be able to use sufficient judgement to recognize and correct performance and problem solve unexpected observations or outcomes of laboratory test procedures.

### **Affective Skills**

- Applicants/students must be able to maintain professional and ethical behavior. Students must be able to attend all classes. Students must be able to attend their assigned clinical externship in its entirety.

## **HISTOTECHNOLOGY PROGRAM INFORMATION**

### **Histotechnology Curriculum**

The Histotechnology Program requires 29 total credit hours of general education courses and 38 total credit hours of histotechnology program major courses. The program major education component includes classroom, laboratory, and clinical experiences. Each course of the core is a prerequisite for the subsequent program major courses.

Histotechnology program major courses are typically held Monday through Friday from 8:00 am to 1:00 pm. The program includes two clinical courses, each lasting four weeks in length. The timing of these clinical rotations depends on the specific clinical locations, with most histology laboratories operating during early morning hours. Students must attend clinical courses during the hours set by the clinical provider. They will not be scheduled for more than 40 clinical hours per week unless approved by the clinical coordinator. Each clinical course requires a total minimum of 160 hours, and students will not be required to exceed this amount.

Admission into the Histotechnology Program major is contingent upon the student successfully completing prerequisite general education courses with a minimum cumulative G.P.A. of 2.5. Students must complete all general education courses with a “C” or better prior to entry into the Histotechnology Program major courses. Students are also required to achieve a grade of “C” or better in all program major courses.

The Histotechnology curriculum is designed to provide the appropriate education necessary to prepare graduates to practice as entry level Histologic technicians. It is essential that the curriculum reflects the evolving nature of the Histotechnology profession. Therefore, a restructuring of courses and curriculum may occur.

Due to this potential restructuring, students who leave the program for any reason and return to complete it will be required to meet the current graduation requirements within one year (12 months) of their absence.

### **Philosophy of Clinical Education**

The clinical education portion of the curriculum plays a vital role in the education of the student enrolled in the Histotechnology Program. The clinical education component allows the student to implement the knowledge and skills of the classroom and laboratory and incorporate them into the hands-on clinical experience. The Program strives to provide the framework for the development of caring, competent Histotechnicians who practice in a legal and ethical manner. Through clinical experiences, the student develops critical thinking skills, recognizes the patient care component of specimen handling, and learns to problem-solve based on laboratory results. It is in the clinical environment that the student integrates knowledge, skills, and attitudes to grow and make a successful transition from a student to an entry-level Histotechnician.

Students assigned to clinical education facilities will be responsible for observing University, program, and education affiliate's policies and procedures. Additionally, students are required to adhere to the policies and procedures of their clinical facility assignment.

## **ASSOCIATE OF SCIENCE IN HISTOTECHNOLOGY**

### **Essential Functions for Histology Students**

**Essential Observational Requirement** for the Histology Laboratory Student:

The HT student must be able to:

- Observe laboratory demonstrations in which biological (i.e. body fluids, tissue sections, and cellular specimens) are tested for their histochemical and/or cytological components.
- Characterize the color, clarity, viscosity, and pH of biological, reagents, or chemical reaction products.
- Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on video monitors.

**Essential Movement Requirements** for the Histology Laboratory Student:

The HT student must be able to:

- Move freely and safely about the laboratory.
- Reach the laboratory bench tops and shelves.

- Travel to clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting and/or standing and control of fine and gross motor movements over several hours.
- Control laboratory equipment (i.e. microtomes, embedding units, processors, stainers) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard (i.e. 101-key IBM computer keyboard) to operate laboratory instruments and to calculate record, evaluate, and transmit laboratory information.

**Essential Communication Requirements** for the Histology Laboratory Student:

The HT student must be able to:

- Read and comprehend technical and professional materials (i.e. textbooks, magazines, and journal articles, handbooks, and instruction manuals).
- Follow verbal and written instructions to correctly and independently perform laboratory test procedures.
- Effectively, confidentially, and sensitively converse with faculty, staff, and other health care professionals regarding laboratory tests.
- Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (i.e. writing, typing, graphics, or telecommunications)
- Independently prepare papers, prepare summary reports, prepare laboratory reports, and take paper, computer, and/or laboratory practical examinations.

## **Program Outline**

To receive an Associates of Science degree in Histotechnology, students must earn 67.0 credit hours. Program requirements are as follows:

### **Course Descriptions - Histotechnology Major Courses (38.0 credit hours)**

**MLT1190C Introduction to Histology**

4.0 credit hours

Introducing Histology and the Anatomic Pathology lab for the purpose of developing histotechnological skills. Topics include certification, accreditation, regulatory agencies, quality control, laboratory mathematics, infection control, sharps/mechanical hazards, documentation, medico-legal implications, chemical hygiene principles, information management, and ethical conduct. The course includes medical terminology to understand laboratory functions.

**MLT2195C Tissue Identification**

4.0 credit hours

Emphasis is placed on recognition, composition, and functions of organs and tissues. Identification of tissue structure, cell components, and their staining characteristics. Students will learn to use the microscope to recognize tissue on prepared slides. Students will learn to understand how cell structures are stained for control recognition.

**MLT1191C Principles of Fixation**

4.0 credit hours

Emphasis placed on fixation, processing, and embedding of biological tissues for microscopic examination. Topics will include instrumentation, specimen handling, gross examination, fixatives, processing reagents, protocols, and specialized processing techniques. Students will learn and practice embedding skills.

**MLT2199C Microtomy**

4.0 credit hours

Emphasis on Microtomy techniques, ergonomic safety practices, and frozen section techniques. Topics include cryostat, rotary microtome set-up and maintenance, sharps safety practices for the microtome, and techniques for microtomy. Includes an overview of electron microscopy and Mohs procedures.

**MLT1192C Cellular Biological Staining**

4.0 credit hours

Recognition of basic cellular structure and ultrastructure. Emphasis placed on nuclear and cytoplasmic staining mechanisms. Explanation of chemical staining theory. Includes staining principles, procedures for cellular structures, and mounting techniques. The course includes an overview of cytology preparation.

**MLT1250C Diagnostic Histology I**

4.0 credit hours

Recognition of basic cellular structure as related to histochemical staining techniques. Identification of carbohydrates classification, muscle, connective tissue structure, and neural structure. Students will practice stain principles and procedures for carbohydrates, lipids, connective tissue, muscle, and neural components.

**MLT2198C Diagnostic Histology II**

4.0 credit hours

Students enhance their skills with histochemical preparation and use. Identification of pathologic microorganisms and other cellular inclusions including pigments and minerals. Use of stains for microorganisms, tissue pigments, and minerals.

**MLT2194C Immunohistochemistry Staining**

4.0 credit hours

Students advance their knowledge of special histologic technology procedures including immunohistochemistry, enzyme histochemistry, and immunofluorescent protocols. Emphasis on theories of immunohistochemical staining and procedures for immunohistochemical stains. Overview of specimens for muscle enzymes and immunofluorescent staining. A practical overview of histology techniques is assigned in the laboratory.

**MLT2801 Histology Externship I** 3.0 credit hours  
Assign students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in on-campus coursework and to acquire other skills necessary to the profession of histology technicians.

**MLT2802 Histology Externship II** 3.0 credit hours  
Assign students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in on-campus coursework and to acquire other skills necessary to the profession of histology technicians.

## **General Education Courses (29.0 credit hours)**

Credit hours in parentheses indicate the required number of credit hours in each discipline.

### **Behavioral/Social Science (3.0 credit hours)**

PSY1012 Introduction to Psychology 3.0 credit hours  
SYG1000 Sociology 3.0 credit hours

### **Communications (3.0 credit hours)**

SPC1017 Speech Communication 3.0 credit hours

### **Computers (3.0 credit hours)**

CGS1000C Introduction to Computer Information Systems 3.0 credit hours

### **English (3.0 credit hours)**

ENC1101 English Composition I 3.0 credit hours  
ENC2102 English Composition II 3.0 credit hours

### **Humanities/Fine Arts (3.0 credit hours)**

AML1000 American Literature 3.0 credit hours  
ENL1000 English Literature 3.0 credit hours

### **Mathematics (3.0 credit hours)**

MAT1033 Intermediate Algebra 3.0 credit hours

### **Natural Science (11.0 credit hours)**

BSC 2085C Human Anatomy & Physiology I 4.0 credit hours  
BSC 2086C Human Anatomy & Physiology II 4.0 credit hours  
CHM 2045 General Chemistry 3.0 credit hours

### **Criteria for Graduation of HT Students**

To graduate from Keiser University's Histotechnology program, students must meet the educational requirements of the program, which include completing all program major and clinical courses. Additionally, students must also meet the current criteria and regulations for licensure to be eligible for national examinations. Students who are nationally certified may also become licensed by the State of Florida. Graduation from the program is not contingent upon passing the national examination.

### **Institutional Accreditation**

Keiser University is institutionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, educational specialist, and doctorate degrees. Keiser University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Keiser University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### **Program Accreditation**

Orlando campus, is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018-5119, (773) 714-8880, (773) 714-8886 (fax), <http://www.naacls.org>

Keiser University Associate of Science Degree in Histotechnology, Orlando Campus, is licensed by the State of Florida Department of Health Division of Medical Quality Assurance. License number TP 272.

- Department of Health Division of Medical Quality Assurance  
Licensing and Auditing Services Unit  
P.O. Box 6320  
Tallahassee, Florida 32314-6320

### **Professional Organizations for Histotechnicians/Histotechnologists**

#### **American Society for Clinical Pathology**

ASCP provides you BOC study outlines, certification information, networking opportunities, career information, scholarships and awards, custom publications, 2100 West Harrison Street, Chicago IL 60612  
312.738.1336

E-Mail: [info@ascp.org](mailto:info@ascp.org)

Website: [www.ascp.org](http://www.ascp.org)

### **National Society for Histotechnology**

NSH provides an interchange of ideas pertinent to histotechnology, to advance professional growth, standards, knowledge, and performance in histotechnology through continuing formal educational programs to create mutual understanding and co-operation between the Society and other allied professions.

Email: [histo@nsh.org](mailto:histo@nsh.org)

Website: [www.nsh.org](http://www.nsh.org)

### **Florida Society for Histotechnology**

FSH is the local organization affiliated with the National Society for Histotechnology (NSH) and shares the same purpose and mission of NSH.

Website: [www.fshgroup.org](http://www.fshgroup.org)

### **American Society for Clinical Pathology-Guidelines for Ethical Behavior**

Recognizing that my integrity and that of my profession must be pledged to the best care of patients based on the reliability of my work, I will:

- Treat patients and colleagues with respect, care, and thoughtfulness.
- Perform my duties in an accurate, precise, timely, and responsible manner.
- Safeguard patient information as confidential, within the limits of the law.
- Prudently use laboratory resources.
- Advocate for the delivery of quality laboratory services in a cost-effective manner.
- Work within the boundaries of laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
- Continue to study, apply, and advance medical laboratory knowledge and skills and share such with my colleagues, other members of the healthcare community and the public.

## **ADMINISTRATIVE POLICIES**

### **Medical Record Confidentiality Policy**

Histotechnology students must maintain the confidentiality of all patient medical records and information at an externship education site and at the University. This includes, but is not limited to:

- Students must follow all state and federal statutes and regulations (HIPAA REQUIREMENTS) regarding patient medical records and medical information.
- Students must follow the policies and procedures regarding medical records and medical information specific to their assigned externship site.
- Students must use all medical information properly and in the correct setting. Students may not disclose any medical information outside of what is essential to accomplish laboratory procedures under the supervision of externship staff.
- Failure to follow state and federal statutes and regulations or improperly using confidential patient medical record information will result in the student's immediate withdrawal from the Histotechnology Program.

### **Social Media and Externship Experience Policy**

Students may not disclose any information concerning patients, employees, clients and/or procedures witnessed during their clinical/fieldwork experience on any social media (*see Medical Record Confidentiality Policy*). Social media includes but is not limited to: blogs; media sharing; micro blogs; social networks; virtual worlds; and wikis.

Students should not socialize (including on any social media) with faculty, staff, and clinical liaison. If a student exhibits inappropriate behavior or posts on social media the program will follow the Professional Behavior Policy (*see Professional Behavior Procedures*).

Employers review social media sites when considering candidates for employment. Students should carefully consider the type of information posted on these sites as the information may be visible even after it has been removed or deleted.

### **Student Dress Code Policy**

The Histotechnology Program has developed a student dress code that promotes the professional appearance required in the field.

- Students are required to wear light blue hospital scrub tops with the Keiser University logo and matching light blue scrub pants. White lab coats may also be worn.
- Students are responsible for the cost of their scrubs.
- Student identification badges are required to be visibly worn on the scrub top or lab coat.
- Shoes must have closed toes and heels with rubber soles. Clean “white” nonporous shoes are required when dealing with body tissues and fluids so that a splash or spill can be quickly identified and disinfected properly. This requirement is for all Allied Health programs.
- Uniforms must be clean and neat, properly maintained and appropriately laundered and pressed.
- Jewelry and/or body adornment (i.e. tattoos) must be kept to a minimum during all core classes, labs, and clinical courses. Obscene or derogatory jewelry and/or body adornment will not be permitted.
- Fingernails must be kept clean and clipped.
- Hair must be clean, and when appropriate, pulled back.
- All students must maintain appropriate personal hygiene. Heavy or loud perfumes and colognes are not permitted.
- Students not dressed appropriately will be sent home to change. It is the responsibility of the student to obtain any course assignments, examinations and/or course material that may be missed. Any time lost from the course will be recorded in the student’s attendance record and appropriate action(s) taken as per the program’s attendance policy.
- When assigned to an externship rotation site, students must comply with any additional site-specific dress code policies.

### **Professional Behavior Policy**

The following professional behavior policy is also located in the Keiser University Student Catalog.

- The University has established a set of professional behavior(s) which will help students develop their knowledge and skills for entry-level positions in their fields.
- Adhere to University policies and procedures as outlined in the University catalog.
- Adhere to program policies and procedures as outlined in the program student handbook. Adhere to policies and procedures of the clinical education site where assigned.
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior. Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

If a student demonstrates unprofessional behavior(s), the student will be placed on Administrative Action and receive a written warning, final written warning, or program dismissal depending on the severity of the action (Professional Behavior Procedure). A student action plan will be implemented outlining the immediate expected professional behavior(s) to be consistently demonstrated by the student. The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the program director and dean of academic affairs.

### **Professional Behavior Procedure**

The Administrative Action will become effective in the semester the student is currently enrolled in and remains in place for the remainder of the following semester. At the completion of the following semester, the program director or dean will assess the student's progress and determine whether to remove the student from or to extend the Administrative Action. Failure to meet the terms of the Administrative Action, as outlined in a student action plan, will result in dismissal from the program. If additional unprofessional behavior(s) should occur during the remainder of the program, the student will be dismissed from the program and the University and may be eligible for re-entry to the University.

### **Academic and Administrative Dismissal**

A student may be dismissed from Keiser University for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following: Failure to meet minimum educational standards established by the program in which the student is enrolled. Failure to meet student responsibilities including, but not limited to:

- meeting of deadlines for academic work and tuition payments;
  - provision of documentation, corrections and/or new information as requested;
  - notification of any information that has changed since the student's initial application;
  - purchase or otherwise furnish required supplies;
  - maintenance of University property in a manner that does not destroy or harm it;
  - return of library books in a timely manner and payment of any fines that may be imposed;
  - obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
  - continued inappropriate personal appearance;
  - continued unsatisfactory attendance;
  - non-payment for services provided by the University;
  - failure to comply with policies and procedures listed in the current University catalog and student handbook; or
  - conduct prejudicial to the class, program or University.
- Specific behaviors that may be cause for dismissal include, but are not limited to:
- willful destruction or defacement of University or student property;
  - theft of student or University property;

- improper or illegal conduct, including hazing, sexual harassment, etc.;
- use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
- being under the influence of alcoholic beverages or illegal drugs while on campus;
- cheating, plagiarism, and/or infractions of the University's Student Conduct Policies;
- any behavior which distracts other students and disrupts routine classroom activities;
- use of abusive language, including verbalization or gestures of an obscene nature; or
- threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences.
- violating state or federal law, including but not limited to Florida Statute Section 553.865.

### **Conflict Resolution**

Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to their program director. Subsequent levels are the associate dean or dean of academic affairs and the campus president. Chain of command should always be utilized for prompt resolution. Keiser University does, however, maintain an open-door policy.

### **Student Disciplinary Procedures**

If a student violates Keiser University's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the dean of academic affairs is responsible. In the absence of the dean, the campus president determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.

When a student violates Keiser University's Standards of Conduct outside the classroom but on campus, the dean of academic affairs is the first level of discipline. The next level is the campus president. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.

### **Program Attendance Policy**

The Histotechnology Program has implemented an attendance policy designed to enhance the acquisition of essential knowledge, technical skills, and patient care competencies critical for professional success. Classes begin promptly at 8:00 a.m. A student will be considered *late* if he/she arrives at 8:01 a.m. The program acknowledges that emergency circumstances can occur; such events will be taken under advisement by the Program Director. However, students must provide the Program Director with appropriate documentation supporting their reason for being late and/or absent. Students are required to call and email their instructors ahead of time if they will not be able to attend class/clinical or will be arriving late. *Repetitive or excessive absences may result in dismissal from the program.*

DIDACTIC ATTENDANCE: Absenteeism, including late arrivals, extended break times, and/or early leaves, resulting in a total of 15% of missed class time for any didactic course may cause

the student to be ineligible to take the final examination in that course. This action could result in the student receiving a failing grade for the course.

#### ADMINISTRATIVE ACTIONS

- Written Warning – If a student misses a total of 5% of course hours per course through a combination of absences, late arrivals, extended breaks, or early leaves during a didactic course the student will receive a written warning.
- Final Written Warning – If a student misses a total of 10% of course hours per course through a combination of absences, late arrivals, extended breaks, or early leaves during a didactic course the student will receive a final written warning.
- Program Dismissal – If a student misses a total of 15% of course hours per course through a combination of absences, late arrivals, extended breaks, or early leaves during a didactic course the student may be ineligible to take the final examination, which could result in the student receiving a failing grade for the course.

#### **Leave of Absence Policy**

To be eligible to apply for a leave of absence, a student must have completed one full semester at Keiser University, must be in good standing, academically eligible to return, and must fully plan to return to complete requirements for the degree. The student must submit a written request for the leave (with required documentation) to the Dean of Academic Affairs. Students must have approval from the Dean of Academic Affairs prior to the start of leave of absence. An exception to this policy may be made for a student with a medical emergency (such as a car accident) or military duty. This exception to the policy is considered only when a student expects to return to school within the maximum time frame for a leave of absence. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).

A leave of absence may be granted for a period not to exceed 120 days. Generally, students are limited to one leave of absence in any twelve-month period. However, a second leave of absence may be granted if the total number of days does not exceed 120 days in any twelve-month period. Students requesting a leave of absence must submit acceptable documentation and sign the University's Change in Status forms. Acceptable reasons for a leave of absence or a second leave of absence within a twelve-month period may include but are not limited to: jury duty, military duty, natural disaster, personal, professional, and medical issues including circumstances such as those covered under the Family Medical and Leave Act of 1993 (FMLA).

A leave of absence is granted only when there is a reasonable expectation that a student will return to school at the expiration of the leave of absence. Students taking an approved leave of absence do not incur any additional charges for the period of the approved leave. However, any student who fails to return to school at the end of an approved leave of absence is withdrawn from Keiser University and will be charged a re-entry fee when he/she re-enrolls. This status can only be given if a student has not yet posted attendance in their course.

If a student does not return to school at the expiration of an approved leave of absence, the student's last day of attendance is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's last day of attendance. A major consequence of this for students who have received federal student loans is that most of a student's grace period may be exhausted and student loan repayment may begin immediately.

### **Attendance Records**

Attendance records are maintained by the registrar and reviewed daily by the Program Director. Additionally, each instructor maintains daily attendance records. The student's record of attendance is noted in the student's academic file. This information is often requested by employers when reviewing the possibility of either hiring or accepting the student as an intern.

### **Re-Admittance Academic**

A student must apply for re-admittance to the University after voluntary or involuntary withdrawal. This policy also applies to students who have been on approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admittance policy is as follows:

Students must obtain permission from the Dean of Academic Affairs to re-enroll, and the Dean will provide a re-entry form. Students must obtain the Bursar's signature on the re-entry form indicating that all financial obligations to the University have been met. If a student has been out of school for more than one (1) semester, a re-entry fee of \$150 must be paid.

Students must contact a Financial Aid Administrator to re-apply for financial aid and set up a payment schedule.

If a student has been out of school for more than six (6) months, the student may no longer have the hands-on skills necessary for his/her respective program. The decision for re-admittance in this case is made by the Program Director/Coordinator. The Dean of Academic Affairs may grant approval for re-admittance if a student has been out of school for more than one (1) semester. Students are re-enrolled under current tuition charges.

If students are re-admitted under academic financial aid warning, they are not eligible for Title IV funds until they have reestablished their eligibility. Therefore, they are responsible for any charges incurred during this period.

After obtaining required signatures on a re-entry form, a reentering student must return the form to the Dean of Academic Affairs to be scheduled for classes. Note: For programs that have limited seats available in cohorts: Students electing to re-enter a program must comply with all the requirements of the re-entry, readmission policy of the Program. Due to limited seats for students wishing to re-enter the program in a subsequent cohort, a re-entry rubric will be utilized when the number of re-entry students exceeds the number of available seats. The student with the

highest-ranking in accordance with the procedure will be offered the first open seat, the second highest score secures the second seat, and so on until all seats within the cohort are filled. For programs with a specialized accreditation requirement, regarding re-entry limitation, an exception may be made if justification is approved by the campus Dean and campus President. If an exception is made, the justification will need to accompany the approval, citing the programmatic requirement exception.

A student must apply for re-admittance to the University after being withdrawn for disciplinary reasons. The re-admittance policy is as follows:

Students re-entering are placed on one semester of disciplinary probation. If there are no violations of student rules and regulations during this period, at the conclusion of the probationary semester, students are removed from the probation.

### **Undergraduate Allied Health Major Course Repeat Policy**

In the event that a student does not receive a passing grade or withdraws in a major (core) course, the student must comply with all the requirements of the readmissions policy of the Program as well as the re-entry admissions processes of Keiser University, if applicable. The program's class size limitations is contingent upon the number of students actively enrolled, determining the availability of space within a given class.

- Students may repeat the same major course only once. If a student fails the *same* major course for a second time, the student is dismissed from the program.
- Students may repeat two different major courses; however, a third failure of any course within the major courses results in dismissal, rendering the student ineligible for re-entry into the program.
- For students repeating a major course, they must wait until the course re-sequences, with courses offered only in their normal sequence. If a class is full, an additional waiting period may be necessary for re-entry into the program.
- Due to the restricted access of the program cohorts, Keiser University employs the subsequent procedure to oversee the re-entry into the program:
  - Priority is given to students with the highest Cumulative Grade Point Average (CGPA) in the major courses.
  - In cases where multiple students possess identical CGPAs, preference is then granted to those who enrolled earliest into the major program.
  - Should students exhibit matching CGPAs and enrollment dates, the university has established a point system that will be utilized to determine their placement on the program wait list.
  - Students electing to re-enter a course must comply with all the requirements of the re-entry, readmission policy of the Program. Due to limited seats for students wishing to re-enter the program in a subsequent cohort the re-entry rubric will be utilized when the number of re-entry students exceeds the number of available seats. The student with the highest-ranking in accordance with the procedure written above will be offered the first open seat, the second highest score secures

the second seat, and so on until all seats within the cohort are filled. Any re-entry student who was unable to re-enter the upcoming cohort will automatically go to the top of the re-entry list for the next available cohort offering the course desired.

- Students that wish to transfer campuses must seek permission from the Campus Presidents of both campuses and follow the Course Repeat Policy and Rubric.
- Depending on the duration of a student's absence from the program, a decision may be made to recommend an audit of previously completed courses. This recommendation is founded on the understanding that students may have lost knowledge and skills during their time away from school.
- Re-entry to the core sequence of the program should not exceed more than twelve (12) months since the student's last date of attendance in core. This limitation is established to ensure that the time away does not significantly impact a student's ability to successfully complete academic and clinical requirements. If the period of absence extends beyond twelve (12) months, the student must restart the program from the beginning of the major courses. This measure is implemented to uphold adherence to current industry standards and best practices related to safety principles.
- Financial Aid coverage for course repeats is not guaranteed.

### **Safe Environment Policy**

For more detailed information, please refer to the program's *Safety Manual*. The Safe Environment Policy emphasizes that the personal safety and health of each student is of primary importance to Keiser University. This policy applies to both didactic courses held on campus and externship courses at medical facilities. The goal of the Histotechnology Program is to provide a safe environment that prevents injuries, fire, property losses, and exposure to hazardous conditions.

To maintain this safe learning environment, any student involved in or witness to the following events should be immediately reported to your Clinical Liaison and Clinical Coordinator/Program Director:

- Smoking in unauthorized areas
- Vandalism of personal property, University property or medical facility property
- Theft (personal and/or University/medical facility)
- Illegal drugs (possession or use)
- Alcohol (possession or use)
- Emergencies (i.e. illness, fire, etc...)
- Bodily injury to oneself and/or fellow student (i.e. slips or fall, exposure to communicable disease, etc.)
- Chemical or hazardous material spill
- Equipment malfunctions/issues
- Safety/security issues

- Confidentiality issues
- Threat of violence
- Sexual harassment
- Cheating & plagiarism (clinical procedures)
- Lack of professionalism
- Disruptive or otherwise inappropriate behavior

### **Hurricane Policy & Guidelines**

The Histotechnology Program has developed a Hurricane Plan in accordance with Keiser University's policies to protect the safety of the students. Above all else, Keiser University students are encouraged to respond to the threat of a Hurricane for their location and should put their safety and that of their families first.

During the didactic component of the curriculum when the students attend classes on campus, the decision of the campus regarding school closings must be followed. During the clinical rotations the student should follow the hurricane status based on the geographic area of the site and/or the student's address. For information and updates on approaching storms/hurricanes students can call the Keiser University **Hurricane Hot-line phone number – (877) 353-4737.**

**Campus classes** – Utilize the **Keiser University Hurricane Hot-line phone number** and listen for your campus listing and any class cancellations.

- **Tropical Depression or Tropical Warning** – No change in class schedule
- **Hurricane Watch** – Students must attend classes as scheduled
- **Hurricane Warning** – Classes will be cancelled

#### **Externship sites**

Students on externship sites should follow the same procedures with the following exceptions:

- The student is responsible for obtaining a contact number for the externship instructor at the externship site.
- The student will call the externship instructor to find out if the site will be operating under normal conditions.
- If the site is closed, the student must contact the clinical coordinator for further instructions.
- Hospitals and Outpatient facilities may go into "lock-down" up to 24 hours prior to a storm event. At the point the Clinical Liaison informs the student of an eminent lock-down the student will contact the clinical coordinator. The student is to leave the hospital and take all personal items with them. The student may NOT stay in the facility once the lock-down procedure has been instituted.

#### **Post Storm**

- Check to see that classes have resumed or for possible delayed openings. Once the University resumes classes it is expected that students will return to their scheduled class.
- For externship courses - contact the facility to see if they are operational; contact the clinical coordinator prior to going to the facility.
- If a facility was in the path of a hurricane, contact the clinical coordinator first for instructions. If a facility is closed or that students are not allowed at the site, the clinical coordinator may require the students to come to campus.

Each event will be evaluated as it occurs and will be dealt with as needed by the Program Director and the Clinical Coordinator per Keiser University policy. It is the student's responsibility to keep in contact with the University and the clinical coordinator. Any concerns or issues that arise will be attended to on an as need basis, per Keiser University policy. If classes are not cancelled and you do not attend, this will be considered an absence. Extenuating circumstances should be brought to the attention of the program director.

### **Health Insurance Policy**

Student health insurance is available through independent providers. Students in allied health fields who are required to complete externships for academic coursework need health insurance coverage prior to participating in this part of the curriculum.

### **Student Transportation Requirements**

The student is responsible for all costs associated with their transportation to and from Keiser University and all assigned externship education sites. The program will not make any allowances for a student who is unable to be in a didactic or at their externship site due to lack of transportation.

### **Substance Abuse Policy**

Keiser University follows Federal government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use, or distribution of any illegal substances or paraphernalia may be dismissed and/or referred to an appropriate agency for arrest. Section 5301 of the Anti-Drug Abuse Act of 1988 states that if a person is convicted of drug distribution or possession, a court may suspend his/her eligibility for Title IV financial aid. If he/she is convicted three or more times for drug distribution, he/she may become permanently ineligible to receive Title IV financial assistance. The institution discloses under CFR 86.100 information related to Keiser University's drug prevention program. The Consumer Information located on Keiser University's website provides a description of this program and a security report.

## Exposure to Blood Borne Pathogens & Communicable Diseases

The Histotechnology Program has developed a policy to limit the student's occupational exposure to blood and other potentially infectious materials since any exposure could result in the risk of transmission of these materials.

Basic information regarding blood borne pathogens, standard precautions, and HIV/ AIDS training will be provided to all students in the Histotechnology Program. Signed documentation of this training will be kept within the student's administrative/academic files.

This training will include:

- Pathogen exposure due to associated tasks for Histotechnology students during the clinical rotations:
- Environmental/equipment maintenance or specimen collection/specimen transport
- Standard precautions to prevent the acquisition of infection by the student:
- Hands must be washed before leaving the laboratory. Nonsterile gloves must be used if contact with blood, body fluid, secretion or excretion is anticipated. Gown and facial protection must be worn when doing procedures which may cause splatter & aerosolization of body fluids. Disposable blades should be placed in rigid puncture resistant containers to prevent injuries.
- Incident reporting: In the event of an exposure incident during a student's clinical rotation, the student should promptly inform the Clinical Liaison at the site and the Clinical Coordinator. Refer to the program's *Externship Site Incident Reporting Policy* within this manual for detailed procedures and follow-up actions.

Students may be required to attend a facility orientation prior to the start of their clinical rotation; this is contingent upon each facility.

## Pregnancy Policy

The student may **voluntarily** notify the Program Director of her pregnancy. This notification should be in writing and include the following information:

- Student's Name
- Expected date of birth
- Should the student choose to voluntarily declare her pregnancy and remain in the program the student will continue to complete all programmatic requirements without modification.
- The student has the option to continue in the program without modification or request a leave of absence, per the University's policy. The request shall be granted with proper documentation. Upon completion of the leave, the student may choose to be reinstated in the program as outlined in the policy.

Upon completion of the leave, the student may choose to be reinstated in the program by making an appointment with one of the University Dean's to fill out the appropriate University re-entry forms. Once paperwork is complete, the student will be permitted to re-enter the program into the same course of which they took leave from the program. The program will not offer "out of sequence" course(s) to accommodate returning students.

### **Grievance Procedures**

Keiser University believes strongly that every student has a right to procedural due process in which a student receives appropriate notice and is provided with the opportunity to be heard. If the administration must take disciplinary measures or other administrative actions related to student conduct, behavior, or academic policy violations, the student may appeal the decision to the Grievance Committee within the semester in which the policy was broken.

Students are encouraged to resolve problems through normal administrative channels. A petition for a grievance hearing must be made in writing and submitted to the Campus Director of Student Services. The grievance is then scheduled to be heard before the Committee. The Grievance Committee meets at 1:30 p.m. on a Tuesday when a grievance is to be heard.

The voting members of the Grievance Committee consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the Committee are non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings. The Committee will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the Chancellor, will become binding upon the administration as well as the student who filed the grievance.

The State of Florida may be contacted at: Florida Department of Education, Division of Colleges and Universities, 325 W. Gaines St., Tallahassee, FL 32399; telephone (850) 245-0505, in the event a student has a grievance that may involve a higher agency involvement.

Students that are not satisfied with the outcome of the Institution's process may contact the Department of Education, Office of Articulation at [articulation@fldoe.org](mailto:articulation@fldoe.org) or 850-247-0427. Out-of-state distance education students participating under SARA (State Authorization Reciprocity Agreement), who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page at <http://www.fldoe.org/sara/complaint-process.stml>

Keiser University students residing in California that wish to file a complaint may do so through the grievance procedures above, or by contacting the California Department of Consumer Affairs at 833- 942-1120 or [dca@sca.ca.gov](mailto:dca@sca.ca.gov)

## **EXTERNSHIP SITE POLICIES, PROCEDURES AND LABORATORY SAFETY**

Students must follow all policies and procedures of the Externship Site to which they are assigned as well as all Keiser University policies and procedures.

### **STUDENTS WILL NOT:**

- Work unsupervised in the externship site; students must be supervised by a certified HT or HTL.
- Work with patient samples without the consent of the externship affiliate.
- Work with patient samples without a Florida Trainee License.
- Perform laboratory tasks or service work at the clinical affiliate before or after designated externship hours without prior consent of Keiser University Clinical/Externship Coordinator.
- Perform any tasks that have not been directed by the externship site supervisor or clinical liaison.

### **PERSONAL AND PROFESSIONAL RESPONSIBILITY**

The student will demonstrate/develop the ability to:

- Perform within the standards of the professional code of practice for Histotechnology and applicable state and federal laws within the scope of their abilities.
- Perform within the standards of the externship education centers policies and procedures.
- Participate in appropriate self-assessment and modify actions based on these results.
- Follow safety procedures defined by OSHA, CLIA, and Florida DOH.

### **PATIENT CARE SERVICES**

The student will demonstrate/develop the ability to:

- Demonstrate skill in applying, understanding the rationale for, and determining the effectiveness of procedures previously learned in the classroom or laboratory.
- Identify indications, contraindications, and precautions and demonstrate safety in performing procedures.
- Incorporate quality control and quality assurance into procedures and processes.
- Demonstrate awareness of the patient outcomes as related to proper specimen handling and appropriate interactions with pathologists and other histology staff.

### **HISTOLOGY PROTECTION POLICIES AND PRACTICES**

- Program faculty and students will always use safe laboratory practices and techniques.

- Students will be trained to handle, store and dispose of chemicals.
- Students will be oriented to all safety devices located in the laboratory including chemical spill kits and safety devices.
- Students will use personal protective equipment as outlined by OSHA's laboratory standard.
- Material safety data sheets for all chemicals used within the laboratory will be reviewed by the student.
- When students are at their assigned clinical educational center, they **MUST**:
  - Follow the department's Laboratory Standards policies, and
  - Must always be under either **DIRECT** or **INDIRECT** supervision by a licensed and registered Technologist.
- When students are at their assigned clinical educational center, they **MUST NOT**:
  - Perform any procedures without the consent and direct supervision of a State of Florida licensed and/or registered HT or HTL.

### **SERVICE WORK POLICY**

MLT 2801 and MLT2802 Histology Externship are courses offered by Keiser University. During these externships, students gain hands-on experience at clinical sites. It is important to note that students are not permitted to receive compensation from the externship site for the hours they spend there as part of their externship requirements.

### **DIRECT AND INDIRECT SUPERVISION**

Students will be under **DIRECT SUPERVISION** while they successfully complete their externship competencies on clinical rotation. At which time the supervisor or designated contact at the externship site advises, the student may be allowed to perform some functions under **INDIRECT SUPERVISION** only for those procedures assigned by the externship site. The students will remain under **DIRECT** or **INDIRECT SUPERVISION** for the entire length of the externship rotation.

#### **Direct Supervision**

Students will be required to be under **DIRECT SUPERVISION** under the following situations and according to certain guidelines:

- The student must receive **DIRECT SUPERVISION** until he/she successfully completes the assigned task as determined by the facility supervisor.
- **DIRECT SUPERVISION** must be provided by an HT or HTL who is State of Florida licensed and/or an ASCP registered histology technician/ technologist.
- The Histotechnologist will evaluate the results of the procedures in relation to the student's knowledge. (see appendix *Externship Competency Evaluation Form*)
- The Histotechnologist will be present throughout the duration of the histology procedure.
- The Histotechnologist will review and approve the histology procedure(s).

- The Histotechnologist will be present during student performance(s) of any repeat procedures due to unsatisfactory results.

### **Indirect Supervision**

For Indirect Supervision, this is a Histotechnologist who is a State of Florida licensed and ASCP certified histology technician/ technologist who will be immediately available to assist students regardless of the level of student's achievement. Immediately available is interpreted as the presence of the Histotechnologist within the laboratory or location where a histology procedure is performed. This availability applies to all areas including processing and frozen sections.

## **EXTERNSHIP SITE ASSIGNMENT POLICY**

Students who are preparing for their externship rotation site assignment will be given the Externship Education Setting Rotation Request Form to complete. The Clinical Coordinator will consider student's input in assignment/placement. However, the program reserves the right to make the final decision on student assignment placement.

- Students will be assigned externship sites based on location and fit as determined by Histotechnology staff.
- Students will fill out the Externship Education Setting Rotation Request Form indicating the sites they are interested in attending. When making externship selections students should keep in mind that the clinical rotations **have off-hour rotation**. (Histology shifts typically include, but are not limited to: 4:00am -12:00pm, 6:00 am- 2:00pm and 3:00pm -11:00pm.)
- The program will attempt to assign the student to one of the choices requested but there is no guarantee the student will get their first selection. However, the program reserves the right to place the student at any externship education setting which the student did not select.
- Once the program decides student placement, the student must attend the externship education setting assigned and adhere to the scheduled hours provided.
- Students with questions or concerns about the externship education assignment process are encouraged to meet with the Clinical Coordinator and/or Program Director.
- Students will maintain health insurance for the duration of their practicum.
- No guarantee can be made for an externship site if student background check is not clear.
- No Clinical Site placement can occur if a student fails to obtain FLDOH trainee license.

## **OUT-OF-STATE EXTERNSHIP POLICY**

### **Purpose:**

The purpose of this policy is to ensure consistent and non-discriminatory practices when placing Histotechnology students at externships located outside the state of Florida.

To be eligible for an out-of-state placement, students must meet the following minimum requirements:

- Students must seek an official, written recommendation from a current Histotechnology faculty member for an out-of-state externship experience.
- Students must have a minimum cumulative GPA of 2.50.
- Students must be in good standing with the program and University (no disciplinary actions imposed or pending i.e. behavior, attendance, grades).

**Procedure:**

1. Students must submit a formal, written request to the Program Director/Clinical Coordinator identifying the rationale for an out-of-state externship placement. The formal written request must include the following information:
  - Availability of housing, transportation, and support systems at the out-of-state location,
  - Address for the place of residence during the externship experience, and
  - Contact information for an individual to be reached in case of an emergency.
2. To expedite establishment of the externship relationship, students must provide the names and contact information for potential externship sites located close to address of residence.
3. Students must submit the written request, along with the list of potential sites, as far in advance as possible, but at a minimum of 4 months prior to the expected start of the clinical experience. Failure to do so may result in the inability to find and assign a suitable clinical placement.
4. Upon receipt of the required documents, the request will be reviewed and considered by the Program Director, Clinical Coordinator and Faculty.
5. If the out-of-state externship assignment request is approved, the Clinical Coordinator will secure an externship rotation for the student, making contractual arrangements through nationally based affiliates. All out-of-state assignments are not secured until the contract is fully executed.
6. Upon completion and submission of the required fieldwork/externship documents and upon review by program officials, the student will receive a determination regarding out-of-state externship placement.
7. Following program approval for an out-of-state externship placement the student will be provided with a specific externship site assignment with all the required fieldwork/externship forms necessary to complete throughout the duration of the externship experience.
8. Students will not receive on-site externship visits during the externship experience; however, the program will monitor externship performance and maintain communication via phone and e-mail.
9. Students will be required to pay any additional fees associated with an out-of-state externship placement. This may include but is not limited to, licensure, health exams, etc.
10. Students must adhere to the program's externship policies and procedures and follow the established protocols of the facility they are assigned to.

**EXTERNSHIP ROTATION ATTENDANCE POLICY**

The Histotechnology Program curriculum contains two externship rotations (4 weeks each). 100% attendance rate is expected of students during the externship component. The Clinical Liaison will notify the Clinical Coordinator/Program Director if the student arrives late or leaves without prior approval. Immediate administrative action will be taken in response to a lack of attendance.

Absenteeism, including late arrivals and early departures, resulting in 5% of missed clinical hours per clinical rotation may cause the student to fail the clinical rotation. Patterns of poor attendance, including late arrivals, early departures or extended break times may also result in administrative actions.

- MLT2801 Histology Externship I and MLT2802 Histology Externship II are given a “pass” or “fail” grade. A student must successfully complete all the following grading criteria as stated in the course evaluation strategies and syllabus to receive a **PASSING** grade. Failure to meet any portion of the criteria will result in the student receiving a failing grade:
  - Submit all required clinical paperwork to the Clinical Coordinator/Program Director before the end of each course.
  - Submit a written journal as outlined in the syllabus.
  - Regular attendance at the assigned clinical education site.

NO CALL/NO SHOW POLICY FOR EXTERNSHIP ATTENDANCE: Students will contact their externship site and the Clinical Coordinator if an emergency arises that they cannot come in that day. Communication is key! The student is required to inform the Clinical Liaison and the Clinical Coordinator/Program Director if they are going to be absent for the day. It will be the student’s responsibility to get the laboratory supervisor/manager or preceptor’s contact information in case they are delayed or cannot report for work that day. If the student is absent that day(s), they will make up the hours during that week and will coordinate with the laboratory supervisor/manager on when to complete them.

#### ADMINISTRATIVE ACTIONS

- Written Warning – If a student arrives late to a clinical site, returns late from a scheduled break, or leaves early from a clinical site, they will receive a written warning.
- Final Written Warning – If a student is absent for one day during a clinical rotation or has two occurrences of any combination of late arrivals, extended breaks, or early departures, they will receive a final written warning.
- Program Dismissal – If a student exceeds two days or absence through a combination of absences, late arrivals, extended breaks, or early departures during a clinical rotation, they may be dismissed from the program for excessive time missed.

RE-ENTRY - If a student is dismissed from the program due to excessive absences (in any combination of absences, late arrivals, extended break times and/or early leaves) the student may apply for re-entry to the program; however, acceptance for program re-entry is contingent upon

the student's cumulative GPA standing, the program not exceeding maximum class capacity and when the next cohort cycles through.

- Ongoing Attendance Concerns - If a student receives a maximum of three final written warnings at any point during the duration of the program, it may result in their dismissal from the program. This policy is in place to ensure that students maintain consistent attendance, which is crucial for mastering the necessary skills and knowledge required for successful completion of the program.

### **EXTERNSHIP SITE REQUEST OF REMOVAL OF STUDENT**

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program and/or externship site's policies and procedures, the student will be placed on Administrative Action.

It should be noted that if the cause for removing a student from an externship site is deemed by the Program Director and Dean of Academic Affairs as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or the University.

Upon removal from the externship site, the program will attempt to re-assign the student to a different clinical site. However, should a second incident occur during the *same* externship rotation/course in which an externship site requests the removal of the student, the program will immediately remove the student from the site and provide no further externship re-assignments. This action will result in the student receiving a failing grade for the externship rotation/course and subsequently not permitted to advance to the next core course.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon a) the program not exceeding maximum program capacity; and b) a review of events leading up to the dismissal with a student action plan designed by the Program Director addressing professional behavior expectations.

If a student has been re-assigned to an externship education site due to a request for removal from a previously assigned externship site based on unprofessional behavior, and similar unprofessional behavior occurs in a *subsequent* clinical rotation/course, the student will not be re-assigned for externship placement and will be permanently dismissed from the program.

### **EXTERNSHIP SITE INCIDENT REPORTING**

Should an incident occur during a student's clinical rotation, the student must inform the Clinical Liaison at the site immediately and the Clinical Coordinator/Program Director of immediate occurrence. The Clinical Coordinator/Program Director will acquire all pertinent information to complete an incident report. The student will adhere to the medical facility's rules and

guidelines for the incident in question and may consult with the Clinical Coordinator and/or Program Director. Appropriate actions and follow-up will be initiated by the Program Director upon receipt of a written incident report.

## HISTOTECHNOLOGY EXTERNSHIP SITE COMPETENCIES

To comply with Histotechnology Clinical Externship Competencies, the following requirements must be adhered to by the program, externship site, and student:

- **Supervision:** A licensed Histotechnician or Histotechnologist must supervise the student at each clinical site. This ensures that students receive proper guidance and support during their externship.
- **Role of Students:** Students are not to assume the responsibilities or roles of qualified staff members. Their primary focus should be on learning and gaining practical experience, rather than replacing regular staff.
- **Use of Students:** Students should not be used merely to address backlog work in the absence of paid staff. The externship is an educational experience designed to enhance the student's skills and knowledge, not to fill staffing gaps.

## AFFECTIVE DOMAIN EVALUATION

The primary purpose of this evaluation is to foster the development of professional and ethical behavior, attitude, and work ethic. It encompasses various aspects such as conduct, attendance, peer interaction, and technical skills. This evaluation is completed by the Clinical Liaison at the externship education center with input from the staff and administration and is factored into the student's overall clinical grade.

## PSYCHOMOTOR COMPETENCY EVALUATION

### Externship Competency Evaluation Form

This form is used for clinical competency evaluation and can be completed by the Externship Instructor, Externship Staff, and/or Clinical Coordinator. The externship competency evaluation will include tasks listed in the *Description of Career Entry of the Histotechnician* from NAACLS Unique Standards and Documentation Required for Accredited Programs in addition to requirements determined by the program Advisory Board and/or Keiser University faculty with input from externship affiliate representatives.

### Simulation of Externship Competencies

- Due to an unexpected situation a student may request that an externship competency be simulated as an evaluation.

- The Clinical Coordinator must approve the simulated externship competency evaluation and must be the evaluator.
- Every attempt will be made to place students into externship sites for their externship competency evaluation; however, when applied experience cannot be guaranteed through externship at a externship site, the Program Director may approve alternate evaluation methods.
- The following are examples of some situations that may require approval of simulated externship competencies:
  - Interruption of externship rotation due to unforeseen student health issues or student military service.
  - Adverse weather or other conditions that interrupt an externship rotation.

## **EXTERNSHIP COMPETENCY REMEDIATION PROCESS**

When a student fails an externship competency evaluation the student will be required to receive remediation.

The design for the remediation program will be done by the Clinical Coordinator. The remediation program may include additional clinical experience, study of and about the procedure(s) indicated on evaluation, additional laboratory experience, and/or testing of their knowledge and skills associated with the procedure(s).

The remediation program will be documented and placed in the student's externship file. The student failing the first externship rotation will be required to receive and pass remediation before attending the second externship rotation. The student failing the second rotation will be required to receive remediation before completing the program.

If the student fails the externship competency a second time, the student may be dismissed from the program.



**KEISER UNIVERSITY**  
**HISTOTECHNOLOGY PROGRAM**  
**APPENDIX**

## **FACULTY DIRECTORY**

Amber Kumpfmiller, BA, HT (ASCP)  
Program Director and Instructor, Histotechnology Program

Yvonne Singleton, MA, HTL (ASCP)  
Instructor, Histotechnology Program

Lindsey O'Donnell, BS, HT (ASCP)  
Adjunct Instructor, Histotechnology Program

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**STATEMENT OF CONFIDENTIALITY**

The undersigned hereby acknowledges his/her responsibility under federal applicable law and the Agreements with externship sites to keep confidential any information regarding Facility patients, as well as all confidential information of the Facility. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel, any specific information regarding any patient, and further agrees not to reveal to any third party any confidential information of the Facility.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Student's signature

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**CRIMINAL BACKGROUND CHECK & DRUG SCREENING  
POLICY/WAIVER**

The Joint Commission (TJC) has implemented requirements for criminal background checks. Standard HR.1.20 for staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services at EP 5 states criminal background checks are verified when required by law and regulation and organization policy. ([www.jointcommission.org](http://www.jointcommission.org))

State and/or federal laws through designated agencies regulate health professions. Each agency sets the specific requirement for granting licensure or certification to practice as a healthcare provider. Most agencies have restrictions on eligibility to sit for credential examinations and granting licensure or certification to an individual with a criminal record.

Pursuant to Florida Statutes Section 456.0635, the Florida Department of Health, and related health care boards will refuse to issue a license, certificate, or registration, or renew a license, certificate or registration and will refuse to admit a candidate for examination if the applicant has been:

1. Convicted or pled guilty or no contest, regardless of adjudication, to a felony violation of the following Florida Statutes: Chapter 409 - Social and Economic Assistance, Chapter 817 - Fraudulent Practices or Chapter 893 - Drug Abuse Prevention and Control, or 21 United States Code ss. 801-970 that pertains to Controlled Substances or 42 United States Code ss. 1395-1396 that pertains to Public health and Welfare and Medicare, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from the Florida Medicaid Program unless the applicant has been in good standing for the most recent 5 years.
3. Terminated for cause by any other State Medicaid Program or the Medicare Program unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years.
4. Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

Section 456.0635 of the Florida Statutes lists restrictions for initial licensure applicants and renewals. It is the responsibility of the applicant to research eligibility for the examination, license, and/or certification being sought.

The initial criminal background check will be required, during the admissions process and prior to enrollment in the Allied Health Program. The completed background report will be reviewed

and a determination concerning program acceptance made within three (3) to five (5) business days. The University reserves the right to deny an application.

Students will be subject to criminal background checks and drug screenings prior to enrollment in the program and/or at any time throughout the duration of the program as per the request from the program's clinical affiliates. The student is responsible for all associated fees. Allied Health programs mandate clinical participation to meet degree completion requirements. It is at the discretion of each medical facility with which the program has a clinical affiliation agreement, to implement a standard protocol regarding student admittance for educational purposes.

Once the student has been accepted into the program it will become the responsibility of the program to assign the student to a clinical education site. Acceptance at the clinical site, however, is determined solely by the facility's individual protocol. The program **does not guarantee** student acceptance at a clinical education site.

If for any reason, a student is denied acceptance at a clinical facility and is unable to complete the program based on their criminal background status, the student will fail the clinical course, be dismissed from the program and become ineligible for re-entry to the program.

Students should be aware that some medical facilities require a drug screening on site prior to the clinical rotation or a random drug screening during the clinical rotation. Students are required to abide by facility protocols and are responsible for any associated fees.

It is the responsibility of the student to report any changes in the status of their criminal background history to the Program Director immediately. Should the student become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, the student will be withdrawn from the program. The program and the university will not modify the curriculum for students who have an unsatisfactory criminal background status.

In the event that a student receives a positive drug screen result, the following actions may occur:

1. If it is determined the student has breached the Keiser University Drug Policy, the student will be immediately dismissed from the program and subsequently from the University.
2. The student may request testing at another facility within 24 hours of notification of a positive drug screen result. A second positive drug screen report will result in dismissal from the program and subsequently the University. Medication prescribed to the student by a licensed physician is an exception (*Any additional costs incurred in this process are the sole responsibility of the student*).
3. The student may petition for a grievance hearing by completing the "Request for Grievance Committee" form, which can be obtained from the Director of Student Services during normal business hours. The student must initiate the grievance process

within two (2) business days of the alleged occurrence. (*Refer to University catalog grievance policy*)

I have read the Keiser University Criminal Background Check & Drug Screening Policy/Waiver and understand my responsibility in the criminal background and drug screening process. Furthermore, I understand that it is my responsibility to report any changes in the status of my criminal background history to the Program Director immediately. Should I become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, I will be withdrawn from the program. The program and the university will not modify the curriculum for students who have an unsatisfactory criminal background status.

By my signature I agree to the terms of program acceptance and/or program continuation based on the results of both the criminal background check and drug screen test.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Student's signature

Date \_\_\_\_\_

\_\_\_\_\_  
Witnessed by:

Date \_\_\_\_\_

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**ACKNOWLEDGEMENT OF HT FLORIDA TRAINEE LICENSE RESPONSIBILITY**

**Student Responsibilities:**

1. Complete online FLDOH trainee application with Clinical Coordinator/Program Director.
2. At the time of online FLDOH trainee application the fee will be paid online.
3. At the time of online FLDOH trainee application, students will request transcripts from Parchment <https://www.parchment.com/u/registration/2352832/institution> and the student will have them sent to:  
[MQA.ClinicalLab@flhealth.gov](mailto:MQA.ClinicalLab@flhealth.gov)
4. Students may also send their transcripts via mail to:  
Board of Clinical Laboratory Personnel  
4052 Bald Cypress Way, Bin #C07  
Tallahassee, FL 32399-3257
5. Upon receipt of the trainee license email copy to Program Director to have a file copy.
6. The license attestation page will be signed by the student and the Program Director and scanned in the day the trainee license is applied for, and the student will upload it to their FLDOH account.
7. The Program Director will send the FLDOH student roster to the FLDOH the day that the trainee license is applied for.

---

I have read the policies and understand that it is my responsibility to obtain Florida State Licensure as a trainee. I understand further that I would be in violation of Florida State Law if I did not have the trainee license in my possession on the day I begin my externship.

---

Student's name (please print)

---

Student's signature

Date \_\_\_\_\_

## KEISER UNIVERSITY HISTOTECHNOLOGY PROGRAM

### POLICY REGARDING REPEATING HT CLASSES

#### **Undergraduate Allied Health Major Course Repeat Policy**

In the event that a student does not receive a passing grade or withdraws in a major (core) course, the student must comply with all the requirements of the readmissions policy of the Program as well as the re-entry admissions processes of Keiser University, if applicable. The program's class size limitations is contingent upon the number of students actively enrolled, determining the availability of space within a given class.

- Students may repeat the same major course only once. If a student fails the same major course for a second time, the student is dismissed from the program.
- Students may repeat two different major courses; however, a third failure of any course within the major courses results in dismissal, rendering the student ineligible for re-entry into the program.
- For students repeating a major course, they must wait until the course re-sequences, with courses offered only in their normal sequence. If a class is full, an additional waiting period may be necessary for re-entry into the program.
- Due to the restricted access of the program cohorts, Keiser University employs the subsequent procedure to oversee the re-entry into the program:
  - Priority is given to students with the highest Cumulative Grade Point Average (CGPA) in the major courses.
  - In cases where multiple students possess identical CGPAs, preference is then granted to those who enrolled earliest into the major program.
  - Should students exhibit matching CGPAs and enrollment dates, the university has established a point system that will be utilized to determine their placement on the program wait list.
  - Students electing to re-enter a course must comply with all the requirements of the re-entry, readmission policy of the Program. Due to limited seats for students wishing to re-enter the program in a subsequent cohort the re-entry rubric will be utilized when the number of re-entry students exceeds the number of available seats. The student with the highest-ranking in accordance with the procedure written above will be offered the first open seat, the second highest score secures the second seat, and so on until all seats within the cohort are filled. Any re-entry student who was unable to re-enter the upcoming cohort will automatically go to the top of the re-entry list for the next available cohort offering the course desired.
- Students that wish to transfer campuses must seek permission from the Campus Presidents of both campuses and follow the Course Repeat Policy and Rubric.
- Depending on the duration of a student's absence from the program, a decision may be made to recommend an audit of previously completed courses. This recommendation is founded on the understanding that students may have lost knowledge and skills during their time away from school.

- Re-entry to the core sequence of the program should not exceed more than twelve (12) months since the student's last date of attendance in core. This limitation is established to ensure that the time away does not significantly impact a student's ability to successfully complete academic and clinical requirements. If the period of absence extends beyond twelve (12) months, the student must restart the program from the beginning of the major courses. This measure is implemented to uphold adherence to current industry standards and best practices related to safety principles.
- Financial Aid coverage for course repeats is not guaranteed.

I have read and agree with the information above.

---

Student's name (please print)

---

Student's signature

Date

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**READMITTANCE POLICY**

If a student fails to complete an entire program in the normal time frame and chooses to withdraw, there is a possibility that after twelve (12) months, the student may not be readmitted for completion of the program due to a lack of recent hands-on skills required for the program.

The decision for possible re-entry will be determined by the Program Director.

Returning students must have met all previous financial obligations to the University and must enter under the current tuition charges and pay a re-entry fee.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Student's signature

Date \_\_\_\_\_

**KEISER UNIVERSITY**  
**HISTOTECHNOLOGY PROGRAM**

**ACKNOWLEDGMENT OF ESSENTIAL FUNCTIONS**

Essential Observational Requirement for the Histology Laboratory Technician

The HT student must be able to:

- Observe laboratory demonstrations in which biological (i.e. body fluids, tissue sections, and cellular specimens) are tested for their histochemical and/or cytological components.
- Characterize the color, clarity, viscosity, and pH of biological, reagents, or chemical reaction products.
- Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on video monitors.

Essential Movement Requirements for the Histology Laboratory Technician:

The HT student must be able to:

- Move freely and safely about the laboratory.
- Reach laboratory bench tops and shelves.
- Travel to clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting and/or standing and control of fine and gross motor movements over several hours.
- Control laboratory equipment (i.e. microtomes, embedding units, processors, stainers) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard (i.e. 101-key IBM computer keyboard) to operate laboratory instruments and to calculate record, evaluate, and transmit laboratory information.

Essential Communication Requirements for the Histology Laboratory Technician:

The HT student must be able to:

- Read and comprehend technical and professional materials (i.e. textbooks, magazines, and journal articles, handbooks, and instruction manuals).
- Follow verbal and written instructions to perform laboratory test procedures correctly and independently.
- Effectively, confidentially, and sensitively converse with faculty, staff, and other health care professionals regarding laboratory tests.

- Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (i.e. writing, typing, graphics, or telecommunications).
- Independently prepare papers, prepare summary reports, prepare laboratory reports, and take paper, computer, and/or laboratory practical examinations.

I have read and understand the Essential Functions needed to be a Histotechnician.

---

Student's name (please print)

---

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**KEISER UNIVERSITY**  
**HISTOTECHNOLOGY PROGRAM**  
**ASCP EXAM REQUIREMENTS**

Upon completion of the Histotechnology program, students are eligible to be examined by the American Society for Clinical Pathology to be certified as a Histotechnician, HT. Certification will allow them to be licensed by the Florida Department of Health, Board of Clinical Laboratory Personnel. Students are responsible for registering for this examination. Examination is not a requirement of graduation.

**Histotechnician, HT(ASCP)**

**Application Fee: \$225**

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

**Route 1:** Successful completion of a NAACLS accredited Histotechnician program within the last 5 years prior to the date of application for examination; or

**Route 2:** At least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university, with a combination of 12 semester hours (18 quarter hours) of biology and chemistry, or Associate degree from a regionally accredited college/university, with a combination of 12 semester hours (18 quarter hours) of biology and chemistry, AND one year full time acceptable experience in histopathology in the U.S., Canada or a CAP/The Joint Commission (JCAHO) accredited laboratory within the last ten years under the supervision of a pathologist (certified by the American board of Pathology in Anatomic Pathology), or an appropriately board certified medical scientist.

**Laboratory Experience**

To fulfill the experience requirement for the Histotechnician examination, you must have experience, within the last ten years, in the following areas:

- Fixation
- Microtomy
- Processing
- Staining

I have read and understand the information provided above.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Student's signature

Date \_\_\_\_\_

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**AGREEMENT TO RELEASE ASCP SCORES TO KEISER UNIVERSITY**

Students who apply for examination by the American Society for Clinical Pathology to be certified as a Histotechnician, HT, will be required to submit the Keiser University Histotechnology Program “School Code Number” provided to the Program Director by ASCP. The Program Director will verify student eligibility for examination based on completion of program requirements. The ASCP will notify the Program Director of examination results for students who are registered under the Keiser University program number.

I have read the statement above and understand that Keiser University participates in ASCP record release report of student scores. I agree to release ASCP exam score results to Keiser University.

\_\_\_\_\_  
Student’s name (please print)

\_\_\_\_\_  
Student’s signature

Date \_\_\_\_\_

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**EXTERNSHIP EVIDENCE OF UNDERSTANDING**

I have read the statements of policy and procedure for Keiser University Histotechnology Program. I understand the contents and agree that I will adhere to the policies and procedures specified in the Histotechnology Program Student Handbook and any policy set by the Clinical Site in which I am assigned. In cases where I do not follow the program guidelines, I am willing to abide by the consequences identified in this statement, course control document, and/or the University Catalog.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_ Date \_\_\_\_\_  
Student's signature

\_\_\_\_\_ Date \_\_\_\_\_  
Clinical Coordinator/Program Director Signature

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**EXTERNSHIP EDUCATION/EXTERNSHIP ROTATION**

An integral part of the curriculum of the Histotechnology Program is the portion termed Externship Rotation. Each student in the Program receives a handbook upon enrollment into the program, outlining the entire curriculum. The externship rotation portion of the Program is discussed in that handbook. Each student in the Histotechnology Program will be assigned to an externship education site(s). Each site will provide an Externship Instructor to instruct and evaluate the student during the externship rotation course. Externship courses are graded as Pass or Fail. Students cannot be guaranteed that their externship experiences will be local and should be prepared to have some or all their practice out of town. Students have full responsibility for arranging and paying for transportation, and when necessary, room and board to complete their practice experiences. The student is responsible for providing a reliable means of transportation and notifying the externship site and Clinical Coordinator if they cannot attend.

The Histotechnology Program provides two externship rotations (4 weeks each) during the length of the program. 100% attendance rate is expected to learn the required knowledge and technical skills for an entry-level position in Histology. Students must adhere to the scheduled hours of their externship assignment. Deviation from the hours listed on their assignment, including late arrivals and early departures without prior permission from the Clinical Coordinator or from the externship sites may result in remedial results up to and including failure of the externship course.

The Histotechnology Program Director has the discretion to remove the student from the externship site and re-assign the student to another externship education site upon consult with the Clinical Coordinator(s), Clinical Liaison, and/or Histology Supervisor of the currently assigned clinical education site.

The time of day and possibly the days of the week (including weekends) of the practice experiences may differ from the normal school schedule. The practice experiences are typically comprised of 8 hour days. Externship experiences usually involve 5 days per week, unless other arrangements have been approved by the Histotechnology Program for unusual circumstances. Students will not be scheduled to have any combination of class, lab and externship hours in excess of 160 hours per course.

The Histotechnology Program Director has the discretion to remove the student from the externship site and re-assign the student to another externship education site upon consult with the Clinical Coordinator(s), Clinical Liaison, and/or Histology Supervisor of the currently assigned externship education site.

I have read the above and understand the above statement and my responsibility.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**STUDENT EXTERNSHIP SITE ROTATION REQUEST FORM**

As part of the externship rotation placement process, the student will be required to complete a clinical externship rotation request form in which the student will indicate his/her choices for attending the upcoming externship site rotation. The student will complete both externship terms at one location.

Please be advised that the program will attempt to place the student at one of their requested externship sites and there are no guarantees that you will get the site requested. However, if the program is unable to do so, the student will be required to attend the externship education site the program has assigned.

Requested clinical site choice: \_\_\_\_\_

Requested clinical site choice: \_\_\_\_\_

Requested clinical site choice: \_\_\_\_\_

*(The program does not recognize an order of preference for indicating externship site choices)*

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Student's signature

Date \_\_\_\_\_



**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**AFFECTIVE DOMAIN EVALUATION**

**(To be completed by Clinical Liaison)**

Course: MLT2801 and MLT2802

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Externship Site (Facility): \_\_\_\_\_

*Please answer all questions using the following scale:*

**Assessment: 1 –Strongly Disagree; 2 –Disagree; 3- Neutral; 4 -Agree, 5- Strongly Agree; N/A-Not Applicable**

Evaluation/Performance	1	2	3	4	5	N/A
1. Student has perfect attendance/punctuality						
2. Personal Appearance is per regulations						
3. Student shows initiative						
4. Student has positive attitude						
5. Student uses clear communication skills						
6. Student attention to the quality of assigned laboratory tasks completed						
7. Student attention to the quantity of laboratory tasks completed						
8. Ability to follow directions & problem solve						
9. Ability to accept constructive criticism						
10. Student displays professional behavior						
11. Student shows ethical conduct						
12. Student demonstrates proper care of patient specimens						
13. Student properly adheres to the standard precautions						
14. Student abides by safety measures						
15. Student demonstrates self confidence						

\_\_\_\_\_  
Student's name (print)

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinical Liaison's signature

\_\_\_\_\_  
Date



**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**EXTERNSHIP JOURNAL**

In order to fulfill the clinical course requirements of each externship rotation the following assignment must be satisfactorily completed via a written presentation to the instructor. An oral presentation to the class may substitute the required journal only with prior approval by Program Director or designee.

**Criteria:**

1. Each student will submit a daily report to the clinical coordinator at the end of their externship.
2. The journal should include procedures, equipment, and other experiences of each day at externship site in the students' own words.
3. The student may make copies of pertinent procedures, slides or other documentation as permitted by the externship affiliate (*minus identifying information*) to enhance journal entries. These copies are not required and should not replace the students' written entries.
4. Each journal will be submitted to the Clinical Coordinator or Program Director the last week of the externship.
5. A summary of the experience should be the last journal entry. Journals may be completed as early as two days before the last scheduled day of externship.
6. Typed journals may be emailed or faxed.
7. The journal must include the following:
  - Student name and name of externship site.
  - Date of each entry.
  - Discussions of procedures performed, significance to patient care, how experiences enhance knowledge and skills, and/or how the experience related to Keiser University training and education experiences.
  - New methods, equipment, or procedures experienced.
  - Any other relevant or interesting information.

**Grading Criteria:**

- |                                 |                                 |
|---------------------------------|---------------------------------|
| • Written Section               | maximum point value – 60 points |
| • (Oral Section, if applicable) | maximum point value – 60 points |
| • Critical Thinking Section     | maximum point value – 40 points |

Total maximum point value is 100 points  
Total required for passing is 60 points

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**STUDENT COMPETENCY AND PSYCHOMOTOR**

**EVALUATION FORM**

Course: MLT2801 and MLT2802

Completed by Clinical Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

Externship Site (Facility): \_\_\_\_\_

*Please answer all questions using the following scale:*

**Assessment: 1 –Strongly Disagree; 2 –Disagree; 3- Neutral; 4 -Agree, 5- Strongly Agree; N/A-Not Applicable**

<b>Evaluation Criteria</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Comments or NA</b>
1. Perform preventive and corrective maintenance of equipment and instruments						
2. Receive and accession tissue specimens accurately						
3. Assist with gross examination procedures						
4. Execute frozen section procedures correctly						
5. Utilize PPE and/or safety precautions						
6. Select and operate tissue processor programs correctly						
7. Choose the correct mold size and orient tissue properly						
8. Set the correct micron setting and orient tissue accurately on slide						
9. Use instrumentation and supplies correctly						
10. Perform special stain procedures accurately						
11. Provide thorough and accurate documentation						
12. Use control materials as required						
13. Dispose of reagents and chemicals appropriately						
14. Adhere to facility standard operating procedures						
15. Clean and maintain microtome and cutting station properly						
16. Clean and maintain embedding center and embedding station correctly						
17. Prepare cytology specimens accurately						
18. Record patient or specimen identifier accurately						
19. Assist with and follow Immunohistochemistry staining procedures						
20. Observe and follow laboratory information system (LIS) protocols						

*Continued next page*

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**Externship Competency and Psychomotor Evaluation Form (cont'd)**

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_ Date \_\_\_\_\_  
Student's signature

\_\_\_\_\_ Date \_\_\_\_\_  
Clinical Liaison's signature

- The externship competency evaluation form must be submitted to the Clinical Coordinator/Program Director by the end of each academic term.
- The program recommends students maintain a copy of all completed competency evaluations for their own personal records.



**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**STUDENT EVALUATION OF EXTERNSHIP EDUCATION**

Course: MLT2801 and MLT2802

Completed by Student: \_\_\_\_\_ Date: \_\_\_\_\_

Externship Site (Facility): \_\_\_\_\_

*Please answer all questions using the following scale:*

**Assessment: 1 –Strongly Disagree; 2 –Disagree; 3- Neutral; 4 -Agree, 5- Strongly Agree; N/A-Not Applicable**

<b>Clinical Liaison – Evaluation Criteria 1-13</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1	Provided supervision as needed						
2	Accommodated student’s individual needs						
3	Presented clear explanations and expectations						
4	Provided constructive feedback in a timely manner						
5	Provided opportunity for student feedback						
6	Adjusted workload to help student growth						
7	Assisted student’s problem-solving techniques						
8	Encouraged self-directed learning as appropriate						
9	Approachable and interested in students						
10	Showed objectivity and fairness						
11	Knowledgeable in the histology laboratory						
12	Displayed competence in histological skills						
13	Displayed professional behavior in the work area						

*Please answer all questions using the following scale:*

**Assessment: 1 –Strongly Disagree; 2 –Disagree; 3- Neutral; 4 -Agree, 5- Strongly Agree; N/A-Not Applicable**

<b>Externship Site Orientation _ Indicators 1-4</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1	Introduced all laboratory personnel						
2	Explained all department protocols						
3	Explained all safety/emergency procedures						
4	Locations of departments & services						

*Continued next page*

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**STUDENT EVALUATION OF EXTERNSHIP EDUCATION (CONT'D)**

*Please answer all questions using the following scale:*

**Assessment: 1 –Strongly Disagree; 2 –Disagree; 3- Neutral; 4 -Agree, 5- Strongly Agree; N/A-Not Applicable**

<b>Externship Rotation -Evaluation Criteria 1-5</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1	Course objectives were met						
2	Assignments were clear and directions explicit						
3	Proficiency of assignments were at an appropriate level						
4	Procedures and assignments were informative						
5	Procedures adequate to perform each lab tasks						
Additional Comments:							

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Student's signature

Date \_\_\_\_\_

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**STUDENT EVALUATION OF CLINICAL COORDINATOR**

**(To be completed by Student)**

Course: MLT2801 and MLT2802

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Externship Site (Facility): \_\_\_\_\_

**Please answer all questions using the following scale: Assessment: 1 –Strongly Disagree; 2 – Disagree; 3- Neutral; 4 -Agree, 5- Strongly Agree; N/A- Not Applicable**

		1	2	3	4	5	N/A
1	The Clinical Coordinator visited my site regularly to monitor my progress and provide me with feedback via email and/or phone calls.						
2	The Clinical Coordinator was accessible when needed and contacted me in a timely manner.						
3	The Clinical Coordinator reviewed and discussed journal and evaluations with me.						
4	The Clinical Coordinator provided a means of communication between the externship site personnel and myself.						
5	I felt comfortable discussing clinical concerns with the Clinical Coordinator.						
Additional Comments:							

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Student's signature

Date \_\_\_\_\_

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**EXTERNSHIP SITE EVALUATION OF CLINICAL COORDINATOR**

**(To be completed by Clinical Liaison)**

Course: MLT2801 and MLT2802

Clinical Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

Externship Site (Facility): \_\_\_\_\_

**Please answer all questions using the following scale: Assessment: 1 –Strongly Disagree; 2 – Disagree; 3- Neutral; 4 -Agree, 5- Strongly Agree; N/A- Not Applicable**

		1	2	3	4	5	N/A
1	Provided adequate information about the program						
2	Accommodated student’s individual needs						
3	Provided adequate information about the students in the externship rotation						
4	Provided constructive feedback in timely manner						
5	Provided opportunity for student feedback						
6	Provided sufficient information regarding the laboratory’s role in the externship						
7	Assigned student(s) who were sufficiently skilled as entry-level histotechnician(s)						
8	Seemed approachable and interested in students						
9	Displayed enthusiasm for continued learning and growth of students						
Additional Comments:							

\_\_\_\_\_  
Clinical Liaison’s signature

Date \_\_\_\_\_

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**SUBMISSION OF FORMS FOR EXTERNSHIP**

To successfully pass the clinical rotation courses, students must complete and submit all the documents outlined within this manual to the Clinical Coordinator or Program Director. The documents will be evaluated to determine a grade of “pass” or “fail” for the course.

The following documents must be submitted to the Clinical Coordinator/Program Director at the end of MLT2801 and MLT2802 to complete the program for graduation:

- Student Weekly Externship Timesheets
- Affective Domain Evaluation
- Externship Journal
- Externship Competency Evaluation Form
- Student Evaluation of Externship Education
- Student Evaluation of Clinical Coordinator

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Student's signature

Date \_\_\_\_\_

\_\_\_\_\_  
Clinical Coordinator/Program Director Signature

Date \_\_\_\_\_

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**SERVICE WORK POLICY**

MLT 2801 and MLT2802 Histology Externship are courses offered by Keiser University. Students *cannot* receive compensation from the externship site for the time the student is at the site for externship hours.

In order to comply with Histotechnology Clinical Externship Competencies, the following requirements must be met:

- A licensed Histotechnician / Histotechnologist will supervise the student at each site.
- Students are not to take responsibility or the place of qualified staff.
- Students are not to be used simply for backlog work in the absence of paid staff.

I have read and agree to the information above.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Student's signature

Date \_\_\_\_\_

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**HEALTH INSURANCE NOTIFICATION**

In adhering to the Keiser University policy regarding health insurance, all students enrolled in the program, (current and future) are required to obtain health insurance coverage, prior to attending a clinical rotation. Any student that does not abide by this requirement will not be permitted to advance to the clinical portion of the program. Student health insurance is available through independent providers, as well as through the Student Service Department.

I have read the above information (please check one)

\_\_\_\_\_ I currently have health insurance.

\_\_\_\_\_ I will purchase health insurance prior to the start of my next externship. I will also provide the program with proof of insurance.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_ Date \_\_\_\_\_  
Student's signature

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**PREGNANCY POLICY**

**Campus Location: Orlando Campus**

**Your email address:** \_\_\_\_\_

- The student will **voluntarily** notify the Program Director when she becomes aware of her pregnancy. This notification should be in writing and include the following information:

Student's name: \_\_\_\_\_

Estimated start of Pregnancy: \_\_\_\_\_

- The student may request a leave of absence not to exceed 120 days, per the University's policy. The request be granted with proper documentation. Upon completion of the leave, the student will be reinstated in the program as outlined in the policy.
- If the student becomes pregnant during a didactic course, she may continue with that course completion, if there are no medical restrictions.
- If the student becomes pregnant during a laboratory or externship course, she may continue with that course to completion; provided there are no medical restrictions.
- In the case of an externship course, the program and student will have to follow the pregnancy policy of the externship site to which the student is assigned. If the externship site is unable to accommodate the student, then the program will attempt to reassign the student to another externship education site. The student can also choose to take a leave from the program and return later.
- If the student chooses to remain in the program during her pregnancy, the student will be required to complete all courses, externship, and laboratory requirements.
- If due to the pregnancy, the student will be absent more than the University's and Program's attendance policies, the student will be required to take a leave of absence and return when the course re-sequences.

When a leave of absence occurs, it is the discretion of the Program Director, Associate Dean and Dean of Academic Affairs as to which course the student will re-enter. The student may be required to retake a previous course(s) if it is deemed the student has lost knowledge and skills due to the duration of the leave. The program will not offer "out of sequence" course(s) to accommodate returning students.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**KEISER UNIVERSITY  
HISTOTECHNOLOGY PROGRAM**

**ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING**

Each new student is to be instructed in the following topics or provided the forms or documents for signature and acknowledge this by signing below. All Keiser University students are subject to the provisions in the Student Handbook, Keiser University Student Undergraduate Catalog, and Clinical Sites and are responsible for knowing and complying with its policies. Periodically, revisions may be made to these manuals. These revisions will be distributed to the students and acknowledgement of the said revisions will be retained in the student's file. Failure to sign this form does not in any way exempt me from the Policies, Procedures, and Requirements.

**I affirm I have read, understand, and will abide by all rules, policies, and regulations in the Student Handbook, Keiser University Student Undergraduate Catalog, and Clinical Sites.**

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_ Date \_\_\_\_\_  
Student's signature