

# School of Histotechnology



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## Conemaugh Health System and Conemaugh Memorial Medical Center

**Conemaugh Memorial Medical Center**, the flagship teaching hospital of Conemaugh Health System, is a 485 bed hospital. This for-profit integrated health care system serves families across five counties in southwestern Pennsylvania. The commitment to teaching and learning creates a highly skilled and self-generating work force that drives clinical excellence. Our continuum of care begins at the earliest stages of life with specialized services provided by the region's only perinatologist. It ends with compassion and empathy offered by dedicated palliative care, home health, and hospice professionals. Conemaugh Memorial is a Level I Trauma Center, a Level III Neonatal Intensive Care Unit, a Recognized Stroke Center, and provides air medical transportation services.

Our teaching programs attract diverse professionals who bring skill and an international perspective to patients' served. The Journey to Excellence is the commitment to create a culture dedicated to **Making Communities Healthier**. This journey allows no room for excuses. Conemaugh Memorial's commitment to education is evidenced by our hospital based Conemaugh School of Nursing, Allied Health schools, physician residency programs, a pharmacy residency program, and more than 200 medical school rotations every year. The Medical Skills Lab is one of only 64 national human simulation labs accredited by the American College of Surgeons.

Conemaugh Memorial Medical Center's Main Campus is 26.5 acres and the Lee Campus is 6.6 acres. Included in the Conemaugh Health System are Conemaugh Meyersdale Medical Center, Conemaugh Miners Medical Center, and Nason Hospital. These three medical centers serve as regional tertiary centers. Conemaugh Memorial captures and maintains 60% of the market share. In addition, Conemaugh MedWell Urgent Care Centers are available for those seeking treatment who are not critically ill. The Crichton Rehabilitation Center meets rehabilitation needs and the Transitional Care Unit aids in medical care of patients needing post acute services.

Since 2006, Conemaugh Health System has adopted the Keystone Alliance for Performance Excellence (KAPE) and the Baldrige National Quality Programs as strategies to become an organization that demonstrates excellence. Performance Excellence is demonstrated with the initiation of the Define-Measure-Analyze-Improve-Control (DMAIC) Model and adopted rapid cycle Lean Team approaches. Our Lean Six Sigma processes are utilized to reduce variation via standardization of flow and systematizing processes.

Conemaugh Memorial has been recognized as achieving quality health care services and positive patient outcomes of comparable medical centers. Conemaugh Memorial has received national recognition for cardiac services, treatment of sepsis, pulmonary care, urology, maternity care, and women's health. Demographically, health care is essential to the community that surrounds Conemaugh Memorial. Nearly 22% of residents are age 65 years or older. This is well above the Pennsylvania average of 17.8%. The unemployment rate in 2019 was 4.3% and median household income was 20% behind state and national averages. With an aging population and alarming regional rates for cardiovascular disease and diabetes, Conemaugh Health System is strategically investing in health and wellness programs in the community served.

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**Johnstown** is located in the Laurel Highlands, nestled in the western slopes of the Allegheny Mountains in western Pennsylvania. The breathtaking scenery and fascinating history offer a unique combination of fun and education. The Johnstown Inclined Plane is the steepest vertical, vehicular incline in the world. The view oversees the downtown city of Johnstown.

The Laurel Highlands region, with its forests, mountains, lakes and rivers, abounds in recreational opportunities during all seasons. Three ski resorts, a dozen hiking trails, including the 70-mile Laurel Highlands Trail, 15 miles of cross-country skiing trails in the Laurel Mountains, boating, fishing, swimming, snowmobiling and additional outdoor activities are available. Johnstown also offers a wealth of cultural and sporting activities, including the All American Amateur Baseball Association (AAABA) championship tournament and the Sunnehanna Amateur Golf Tournament, and was named Kraft Hockeyville USA in 2015.

Entertainment and historical opportunities are abundant in Johnstown and its surrounding area. The Pasquerilla Performing Arts Center on the campus of the University of Pittsburgh at Johnstown, is the home of the Johnstown Symphony Orchestra. Additional entertainment is available from the Johnstown Youth Symphony, the Johnstown Symphony Chorus, the Johnstown Concert Ballet and the big band sound of the Johnstown Jazz Workshop.

Local theaters, with summer stock and local performers, include the Allegheny Highlands Regional Theatre, the Mountain Playhouse, the Penn Wood Players, and St. Vincent College Theater. Johnstown's Community Arts Center caters to painters and craftspeople with specialties such as watercolor, woodcarving, calligraphy, and photography. The Center features an annual fair, Log House Arts Festival, Holly Bazaar, and Festival of Trees.

The work of both local and national artists is highlighted in exhibits at the Southern Alleghenies Museum of Art on the Saint Francis University campus in Loretto, PA, and The Johnstown Art Museum. The Pasquerilla Conference Center near the Cambria County War Memorial Arena hosts numerous conferences, as well as city, state, and national events. In addition, the Point Stadium and Cambria County War Memorial Arena host sporting events and concerts.

The Flight 93 Memorial where 40 passengers and crew lost their lives while stopping an attack on the United States Capitol on September 11, 2001 is within close driving distance.

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## The Art and Science of Histotechnology

The birth of histologic technique dates back to 1664 when Robert Hooke cut sections of cork with his penknife and observed them under a microscope. In 1670, Leeuwenhoek made sections from a writing feather, a bovine optic nerve, and the centers of dried flowers by using his hand-sharpened shaving razor. These events were the beginning of what was to become an important and unique laboratory discipline.

Histotechnology is a structural science concerned with the demonstration of cellular morphology, chemical composition, and function of normal and abnormal tissue.

Many dyes and chemicals are used in Histotechnology, and it is important to know their composition, how they act, and how they react with each other. With this knowledge, combined with an understanding of tissue composition, the histotechnologist treats the tissue with these chemicals and dyes. The chemical reactions produce colors which make it possible to distinguish tissue structures.

The histotechnologist also operates and maintains delicate instruments (many computer related) which are used in the preparation of tissue sections for microscopic diagnosis and examination.

Histotechnology is a dynamic profession with new procedures and methodology continually evolving. Once formal education is completed, individuals have many opportunities for continuing education via state professional societies and the National Society for Histotechnology.

The school has had an excellent reputation since its beginning in 1973. You have made your decision to enter the health care service and dedicate your life to the highest standards of excellence and integrity. Your reward will include career satisfaction granted to only a few.

## Philosophy

Man is a valued person in and of himself to be cared for, respected, nurtured, understood and assisted without condition or limitation. Man is viewed as greater than, and different from the sum of his or her parts. Man is constantly evolving and adapting to the world and the environment in which he lives as part of groups, family, and community. Man deserves dignity and a reverence for life.

Histotechnology consists of knowledge, caring, thought, valued, philosophy, commitment, action and laboratory science. It is a structural science concerned with the demonstration of cellular morphology, chemical composition, and function of normal and abnormal tissue. The responsibilities of the Histotechnology technician include preparing all specimens including tiny biopsies, whole organs, and foreign objects removed at surgery (e.g. bullets, glass fragments, coins). The technician prepares specimen blocks using microtomy, does special stains, and performs other activities necessary for the preparation of tissue sections for microscope diagnosis and examination. Histotechnology is a dynamic profession with continual evolution of new procedures and methodology. As a professional discipline the histotechnician collaborates with other health team members and compliments the medical profession. Through evidence based practice, communities are made healthier.

Education in histotechnology is grounded in a process of transpersonal teaching – learning experiences, which provide the learner an open collaborative and interactive foundation of theory, clinical competencies and evidence based practice. The adult learner is expected to be motivated, demonstrate initiative, have a capacity to learn and actively engage in the educational process in a climate of mutual respect, growth, change, and excellence. The level of education is geared to promote the opportunity for learners to master the content.

The Histotechnology program prepares the graduate to be self directed throughout their career to keep pace with ever-changing trends, innovative technologies and to maintain clinical competencies to improve patient outcomes and support the vision and values of the Conemaugh Health System. The school prepares a graduate to function within the score of current legal, ethical, and laboratory standards for an entry level histotechnician profession.

## Purpose

Conemaugh School of Histotechnology's purpose is to prepare the graduate to seek registry by the National Registry Examination of the American Society of Clinical Pathologists (ASCP) exam. It is the school's educational responsibility to prepare competent entry level graduates to serve customers.

## Program Outcomes

Conemaugh School of Histotechnology:

1. Provides a structured education process which prepares graduates to assume histotechnologist positions.
2. Emphasizes scientific knowledge and technical skill in role development.
3. Utilizes critical thinking skills through the learning process between student and teacher.
4. Enhances commitment to meeting ever changing and progressive health standards.

## Student Learning Outcomes

1. Exercises principles of safety and practices in a professional manner within ethico-legal dimensions.
2. Synthesizes knowledge and clinical techniques in accessioning, fixation, tissue processing, embedding, routine and special staining, immunochemistry, frozen section procedures and troubleshooting in histopathology.
3. Evaluates factors that affect histotechnology processes and makes corrections as warranted.
4. Masters expected competencies in an accountable and professional manner as an entry level histotechnician in collaboration with other health team members and complimentary to medicine.

## Career Opportunities

Upon successful completion of all program requirements, the graduate has the option of registering and completing the National Registry Examination of the American Society of Clinical Pathologists (ASCP) exam at a participating center. The school does not guarantee results of this registry exam. There are also numerous opportunities for continuing education, professional growth, and advancement via state professional societies and the National Society for Histotechnology.

- Clinical technician in a variety of settings
- Management
- Research
- Education
- Sales

## Accreditation

The School of Histotechnology at Memorial Medical Center is accredited by the National Accrediting Agency for Clinical Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; (773) 714-8880; (773) 714-8885 – fax; [www.naacls.org](http://www.naacls.org). NAACLS is a nonprofit organization that independently accredits clinical laboratory scientist/medical technologist, clinical laboratory technician/medical laboratory technician, histotechnologist, histologic technician, pathologist's assistant, and diagnostic molecular scientist education programs. Continuous accreditation has been granted since 1970. The hospital is accredited by: Joint Commission on Accreditation of Health-Care Organizations, One Renaissance Boulevard, Oakbrook Terrace, IL 60181; (630) 792-3885, and Department of Public Welfare, Commonwealth of PA, PO Box 2675, Harrisburg, PA 17105; (717) 787-7436. The Memorial Medical Center's Lab is accredited by the College of American Pathologists (CAP), 325 Waukegon Road, Northfield, IL, 60093-2750; (800) 323-4040.

## Administrative Policies

The Conemaugh School of Histotechnology reserves the right to select only those candidates who give evidence that they will be able to fully meet the requirements and standards of this laboratory discipline. Preference is given to applicants who best demonstrate an overall aptitude for the profession. The Conemaugh School of Histotechnology reserves the right to terminate the enrollment of a student who does not meet academic standards, financial obligations, or professional behaviors. The Conemaugh School of Histotechnology complies with the Family Educational Rights and Privacy Act of 1974 as amended in 1976 (Public Law 93-380). Student records are subject for review by approving, accrediting, and financial reviewing bodies. The Conemaugh School of Histotechnology reserves the right to make changes to any information within this catalog, Allied Health Policy Manual, and Program without notice; however, when possible advance notice will be given.

The Conemaugh School of Histotechnology is committed to equal opportunity and does not discriminate against qualified persons on the basis of race, color, religion, sex, age, national origin, ancestry, veteran status, disability, pregnancy, genetic information, or any other status legally protected by federal, state, or local law in its educational admission policies, enrollment policies, student activities and services. Any issues should be reported to the Program Director.

## Curriculum

The program consists of didactic, laboratory, and clinical courses. The student completes the first year of the curriculum plan at Pennsylvania Highlands Community College (PHCC). Upon successful completion of 27 specific general education college credit courses and acceptance to the Conemaugh School of Histotechnology, the student has dual enrollment status. The clinical portion of the program consists of 27 histotechnology credits and 8 credits of chemistry from PHCC. The faculty/student ratio is based on the nature of the education experiences. Students enrolled in the two year program are expected to dedicate their full attention to meet the curriculum demands. Upon successful completion of the program requirements, 62 college credits, and passing a comprehensive histotechnology program exam, the graduate receives the Associate of Applied Science Degree from PHCC and a diploma from Conemaugh School of Histotechnology. The graduate is ready to take the National Examination of the American Society of Pathologists (ASCP) exam.

## Admission to Conemaugh School of Histotechnology

The school actively recruits men and women of diverse backgrounds to create a varied student body. Applicants must be citizens of the United States or in good standing with the U.S. Department of Immigration. For new class selection, the application will be considered for admission based on seat availability. If the class is filled and seats are unavailable, the candidate will be considered for waiting list status and granted admission in the next class. If you are not eligible for hire or rehire in the Conemaugh Health System, you are ineligible to complete the clinical practicum experiences in the Histotechnology clinical courses. Qualified applicants are accepted and enrolled when all application requirements are completed and a decision is rendered by the Conemaugh School of Histotechnology Admissions Committee. All data submitted to the Admissions Committee is utilized in creating a complete picture of the applicant's eligibility and likelihood for success and is retained by the school. Any falsification, misrepresentation or omission of information in the application and financial aid process may result in denial of program admission and/or enrollment in the program. The Admissions Committee has the final authority in deciding a candidate's acceptance or rejection.

## Requirements for Admission

The applicant must complete the 27 college credits required in the first year of the Pennsylvania Highlands Community College Histotechnology curriculum plan. The grade average for enrollment in the clinical courses is preferred to be a C or better in all first year planned courses in the curriculum plan. An application and fee is submitted to Conemaugh School of Histotechnology. Three references are required. Individuals chosen for references should be able to evaluate the applicant's ability to be successful in the course of study and career. A reference from a teacher is desired. References cannot be from a relative. A scored interview will be scheduled by the Program Director. The scored interview is a vital element in the admission process and will assess the applicant's motivation, personal qualities, academic potential, and aptitude for the profession. Each candidate must pass the scored interview conducted by members of the Admissions Committee. All official transcripts of previously attended and current institutions are required to be submitted prior to the interview and enrollment.

Each applicant is required to have a pre-entrance physical health examination that will be done at the Employee Health Office at CMMC or at the Corporate Care Office at Conemaugh East Hills. Students should provide an updated immunization record at the time of their physical that should show documentation of 2 MMR, 2 Varicella, and Tdap vaccines. All student are required to have blood titers drawn in order to determine immunity for Hepatitis B – Hepatitis B Surface Antibody. If an immunization record is not available or up to date, blood titers will be drawn also for rubella IGG, rubeola IGG, and varicella IGG. Any vaccinations that a student will require as per the Employee Health Immunization Policy and as per titer results will be administered to the student and provided by the school. A ten panel urine drug testing is required with a negative test result and testing is conducted by the Student Health Nurse. A required two-step PPD – tuberculin skin test – will be done at the start of the program and then annually. A chest x-ray may be required if there is a history of a positive tuberculin skin test or if clinically indicated. All health status examinations must be submitted prior to enrollment in the Conemaugh School of Histo Technology. The flu vaccine is **MANDATORY**. It will be available through the Student Health Nurse from October – December. If a student has received the vaccine at a location other than the school, documentation must be submitted to the Student Health Nurse. Anyone not receiving and/or providing documentation of the flu vaccine will not be permitted to participate in clinical experiences.

Applicants are required to provide a Federal Cogent Criminal Clearance, a criminal history and record information check (Act 34 Clearance), and a Pennsylvania Child Abuse History Clearance (Act 33 Clearance) prior to enrollment. Any individual convicted of one of the prohibitive offenses will not be eligible for program enrollment or if enrolled, will be terminated from the program. Additionally, if a student comes to our facility and they have not been a resident of Pennsylvania for the past two consecutive years, they must go through the Department of Aging for an additional clearance. This is required by law: The Older Adults Protective Services Law.

Conviction of a felony includes judgment, and admission of guilt or a plea of nolo contendere. The offenses that will result in non-admission or program termination may be obtained upon request from the Conemaugh Health System Human Resources Department.

There may be other convictions that could lead to denial of clinical privileges. Potential students should be aware that prohibitive offenses (as identified by the Department of Health, Act 169, of 1996, as amended by Act 13 of 1997) would prevent employers in many health care facilities from hiring them.

All students must have a social security number prior to entering the school. The school reserves the right to require such additional information, examinations, or measures as prescribed by the Admissions Committee.

### **Acceptance into the School of Histotechnology**

The Admissions Committee selects the best candidate based on seat availability. Candidates are notified in writing of the decision. Provisional acceptance means that the candidate is given conditions to meet as deemed by the Admissions Committee. Failure to fulfill conditions and all admission requirements will result in non-enrollment in the program of study. All preadmission requirements and college course credits with a passing grade must be met prior to enrollment.

### **Reinstatement**

Students submit a written request for admission to the Conemaugh School of Histotechnology. The student's academic and performance records are reviewed prior to granting admission. During the withdrawal period, the applicant must demonstrate continued academic ability and be viewed by the committee as possessing an aptitude for the healthcare profession. One readmission is permitted. The school's admissions committee determines the placement and conditions under which the student may reenter in the histotechnology courses. In the case of a student who earns an "F" or "Unsatisfactory" clinical grade in the school's histotechnology course, eligibility for readmission is forfeited. The school's academic transcript will reflect all course grades earned. The course grade and credit value drives the calculated grade point average each semester, the student's cumulative grade point average. For the student who previously withdrew from the program, their former grades remain on the academic transcript. For repeated courses the former grade point average for the course is no longer counted in the student's current enrollment grade point average.

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## Course Descriptions

*Courses taught by Pennsylvania Highlands Community College faculty*

### **ACP 100 – Academic and Career Planning**

This course is designed to give first semester students a solid foundation of planning and professionalism to successfully complete their education and career goals, and to help them become engaged members of the College and professional community. Students will be involved in career exploration, setting real-world goals with academic planning and resume building, learning the tools available for their academic success, and the professionalism needed to carry them forward into the academic world and the job market.

1 credit

### **BIO 202 – Human Anatomy and Physiology I**

This course introduces the student to the structure and function of the human body. This is a semester long introduction to Human Anatomy and Physiology and prepares the student for Human Anatomy and Physiology II. Course topics will include the organization of the body at the molecular, cellular, and tissue levels and homeostatic mechanisms associated with the endocrine, integumentary, skeletal, muscle, and nervous systems.

3 credits

### **BIO 212 – Human Anatomy and Physiology Lab I**

This course introduces the student to the structure and function of the human body. This is a semester long introduction to Human Anatomy and Physiology Lab applications. Students will experience and apply the material learned in lecture through experimentation and application of the scientific method to the following topic areas. Course topics will include the organization of the body at the molecular, cellular, and tissue levels, focusing on the integumentary, skeletal, muscle, and nervous systems.

1 credit

### **BIO 204 – Human Anatomy and Physiology II**

This course is the second half of a yearlong introduction to Human Anatomy and Physiology. Course topics will include the organization of the body systems at the molecular, cellular, and tissue levels and homeostatic mechanisms associated with the cardiovascular, respiratory, lymphatic, digestive, urinary and reproductive systems.

3 credits

### **BIO 214 – Human Anatomy and Physiology Lab II**

This course is the continuation of Human Anatomy and Physiology I Lab. Students will experience and apply the material learned in lecture through dissection and application of the scientific method to the following topic areas: cardiovascular, muscular, lymphatic, respiratory, digestive, urinary, reproductive, and endocrine systems.

1 credit

### **CIT 100 – Microcomputer Applications**

This hands-on course introduces the student to the more popular microcomputer software packages available including Windows, word processing, spreadsheets, and presentations. This course provides students with a working knowledge of these software packages to accomplish the more common tasks. The Microsoft Office suite, MS Word, MS Excel and MS PowerPoint is used.

3 credits

**COM 101 – Public Speaking**

This course is designed to provide an introduction to the knowledge and skills needed to prepare and deliver effective oral presentations. Topics include the principles and practice of adapting to audiences; creating, researching, and structuring messages; rehearsing and delivering extemporaneous speeches; reporting and evaluating other speakers' intent, content, format, and delivery.

*3 credits*

**ENG 110 – English Composition I**

This course emphasizes the techniques of writing expository essays with stress upon careful thinking, word choice, sentence structure, thesis statement, and methods of organization. Students practice the writing of clear, coherent, and unified paragraphs and essays. Editing skills and the use of correct grammar and mechanics are also emphasized. Students are taught research and documentation skills and are required to write an argumentative research paper. This is the standard college English composition course.

*3 credits*

**FYE 100 – First Year Experience**

The First Year Experience is designed to help first-year students adjust to the college, develop a better understanding of the learning process, and acquire essential academic success skills. The course provides a general orientation to the functions and resources of Pennsylvania Highlands and also provides a support group for students transitioning to college by examining problems common to the first-year experience.

Attaining an appropriate balance between personal freedom and social responsibility underlies all activities.

*1 credit*

**LIF 111 – Health and Wellness**

Healthy lifestyle behaviors contribute to wellness throughout the life cycle. This is a health science course that explores variables related to achieving a longer and healthier life. This course discusses how informed personal choices in regards to behavior, exercise, and food intake can promote health and wellness. This course looks at personal behavior choices in regard to various health disorders, such as chronic disease, sexually transmitted disease, eating disorders, alcohol and drug abuse, allergies and food intolerances. The goal is for students to use this new knowledge to make informed choices in everyday life.

*3 credits*

**MAT 131 – Intermediate Algebra**

This course is designed to prepare students for higher level mathematics through a mastery of algebraic concepts. Topics include factoring, laws of exponents, polynomials, equations and inequalities (including linear, quadratic, and absolute value), graphing (using linear equations and inequalities), systems of equations and inequalities, functions, rational expressions and radicals.

*3 credits*

**PSY 100 – General Psychology**

This course is a general introduction to the scientific study of the brain, behavior, and mental processes of humans and animals, with emphasis on the goals of psychology: to describe, explain, predict, and control behavior. Students examine the substance of psychology such as biopsychology, sensation and perception, learning, memory, cognitive processes, affective behaviors, and mental illness through an examination of the theories, principles, and methods of research used in the field. Examples and applications enable the student to acquire the elements of critical thinking as adapted to the research environment. Students produce an APA formatted research paper. This course applies the fundamental principles of psychology as a natural science. Students explore current research through reading original empirical research and write an APA formatted analytic research paper.

**CHM 106 – Introductory Chemistry**

This course is designed to introduce the student to basic concepts of chemistry and connections of these chemical principles to everyday life. Topics include atomic structure, the periodic table, stoichiometry, properties of gasses, chemical bonding, acids and bases, and oxidation-reduction reactions. Laboratory exercises are designed to supplement the lecture material, and to introduce common equipment and techniques in the field of chemistry.

*4 credits*

**CHM 110 – Survey of Organic and Biochemistry**

This course is designed to provide an overview of organic chemistry and biochemistry. Topics include functional groups of organic compounds, the structure and function of carbohydrates, the structure and function of lipids, the structure and function of proteins, and the structure and function of DNA.

*4 credits*

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**Courses taught by Conemaugh School of Histotechnology faculty****HST 100 – Histotechnology 100 (9 credits)**

This course introduces the student to histologic techniques and the Histotechnology laboratory. The theory of Histotechnology and Carson, Bancroft, and the Armed Forces Institute of Pathology (AFIP) set the foundation for the established histologic techniques. Key components are:

- Laboratory Operations to orient the student to the laboratory safety, regulatory compliance, standard laboratory procedures, and instrumentation.
- Laboratory Mathematics: for the preparation of solutes, solvents, and solutions used in histo-chemical procedures.
- Tissue Fixation: the first step in the histologic process and the foundation for all subsequent histologic processes to be successful.
- Tissue Processing: to employ the tissue processing steps of dehydration, clearing and infiltration to the appropriate schedule for the tissue type, size, and consistency.
- Tissue Embedding: for the proper orientation of tissue samples in the paraffin block for the subsequent steps of the histologic process.
- Decalcification: to prepare bone and other calcified specimens for the subsequent steps of the histologic process.
- Microtomy: for the operation of the microtomes to produce tissue sections in micron increments for the subsequent steps of the histologic process.

The clinical practicum provides the student the opportunity to demonstrate basic technical skills and accountability through the application of these techniques and interaction with the clinical faculty, pathologists, and other laboratory staff.

**HST 200 – Histotechnology 200 (9 credits)**

This course builds on the concepts learned in Histotechnology 100. The student will advance to more complex histologic techniques in the classroom and in the Histotechnology laboratory. The theory of Histotechnology and Carson, Bancroft and the Armed Forces Institute of Pathology (AFIP) set the foundation for the established histologic techniques. Key components are:

- Theory of Staining: to understand how staining techniques react with the different tissue types and consistencies for the color reactions to identify the intended structures for diagnosis. Routine stains, special stains, metal impregnation techniques, and immunohistochemistry/in-situ hybridization techniques.
- Pigments and Minerals: for stains to distinguish the presence of pigments and minerals as they pertain to the disease process suspected by the pathologist.
- Microbiology: for the staining techniques to distinguish microorganisms as they pertain to the disease process suspected by the pathologist.
- Connective Tissue: for the staining techniques to distinguish connective tissue types and the disease processes that are determined by their malformations or changes in morphology.
- Central Nervous System: for staining techniques to identify tissues of the central nervous system and their associated disease processes.
- Lipids: for staining techniques to identify carbohydrates. Muco-substance, polysaccharides, and the associated disease process.
- Immunohistochemistry/In-situ Hybridization: for IHC and ISH techniques to distinguish the presence of specific antibodies associated with the disease process.

The clinical practicum provides the student the opportunity to demonstrate basic and more complex technical skills and accountability through the application of these techniques and interaction with the clinical faculty, pathologists, and other laboratory staff.

**HST 250 – Histotechnology 250 (9 credits)**

This course builds on the concepts learned in Histotechnology 100 and 200. The student will advance to becoming a competent histologic technician, be prepared for the registry examination, and ready for employment. The theory of Histotechnology and Carson, Bancroft and the Armed Forces Institute of Pathology (AFIP) set the foundation for the established histologic techniques. The clinical practicum provides the student the opportunity to demonstrate basic and more complex technical skills and accountability through the application of these techniques and interaction with the clinical faculty, pathologists, and other laboratory staff.

Key components include:

- Preparation for the American Society of Clinical Pathology Board of Certification Examination.
- Microscopic identification of tissues and staining procedure performed.
- Troubleshooting procedures that did not perform appropriately.
- Practical examination consisting of 10 different tissue types, each with a specific staining assignment. The student will prepare each slide to be of high diagnostic quality and free of any artifacts
- A program comprehensive examination will be given and must be passed with a score of 75% or greater to graduate. Two attempts will be permitted.

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## Curriculum Plan

**Semester 1 Total 14 credits**

BIO 202	Human Anatomy and Physiology I	3 credits	45 theory hours
BIO 212	Human Anatomy and Physiology Lab I	1 credit	30 lab hours
CIT 100	Microcomputer Applications	3 credits	45 theory hours
ENG 110	English Composition I	3 credits	45 theory hours
PSY 100	General Psychology	3 credits	45 theory hours

**Semester 2 Total 14 credits**

ACP	Advance Career Placement	1 credit	15 theory hours
BIO 204	Human Anatomy and Physiology II	3 credits	45 theory hours
BIO 214	Human Anatomy and Physiology Lab II	1 credit	30 lab hours
COM 101	Public Speaking	3 credits	45 theory hours
LIF 111	Health and Wellness	3 credits	45 theory hours
MAT 131	Intermediate Algebra	3 credits	45 theory hours

**Semester 3 Total 13 Credits**

CHM 106	Introductory Chemistry	4 credits	45 theory hours 30 lab hours
HST 100	Histotechnology 100	9 credits	45 theory hours 270 clinical hours

**Semester 4 Total 18 Credits**

CHM 110	Survey of Organic and Biochemistry	9 credits	45 theory hours 30 clinical hours
HST 200	Histotechnology 200	9 credits	45 theory hours 270 clinical hours

**Semester 5 Total 9 Credits**

HST 250	Histotechnology 250	9 credits	15 theory hours 360 clinical hours
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**Curriculum Credit**

- 15 hours College Theory = 1 college credit
- 30 hours College Lab = 1 college credit
- 15 hours Histotechnology = 1 credit
- 45 hours Histotechnology Clinical = 1 credit

The weekly class schedule may vary because of final examination week and holidays. Vacation periods are incorporated throughout the curriculum plan. While the credit hours listed for the Pennsylvania Highlands Community College are accurate, the number of class hours may vary due to departmental policy and holidays. Time may be allotted for lab set up and clean up. Only an authorized degree granting institution in which a student is enrolled may determine whether the completed Histotechnology courses may be accepted for college credit.

Program Hours

- College Course Theory Hours – 480
- College Science Lab Hours – 120
- Histotechnology Theory Hours –105
- Histotechnology Clinical Hours – 900
- Total Program Hours – 1,605

**Grading System at Pennsylvania Highlands Community College**

The theoretical grading scale at Pennsylvania Highlands Community College (PHCC) (percentage grades for each letter grade is determined by the course faculty):

Grade	Quality Point	Description
A	4	Superior / Excellent
B	3	Good / Above Average
C	2	Satisfactory / Average
D	1	Pass / Unsatisfactory
I	0	Incomplete
F	0	Failure
W	0	Withdrawal
S	0	Satisfactory
U	0	Unsatisfactory
RD	0	Report Delayed
AU	0	Audit

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## Grading Scale at Conemaugh School of Histotechnology

Determination of the Histotechnology grade is based on the student meeting established standards of achievement, attendance, and program requirements. The final grade indicates that the evaluation was based on consistency in performance and there was adequate time for evaluation in meeting theory and clinical outcomes.

Grade	Percentage	Quality Point	Description
A	94 - 100%	4	Excellent
B	87 - 93%	3	Good
C	80 - 86%	2	Average
D	75 - 79%	1	Below Average
F	0 - 74%	0	Fail
I		0	Incomplete
W		0	Withdrawal
S		0	Satisfactory
U		0	Unsatisfactory

### Evaluation of Clinical Performance

Determination of the clinical performance grade is based on the student meeting established standards of achievement, attendance and program requirements. The final clinical grade indicates that the evaluation was based on consistency in performance and that adequate time for evaluation in meeting outcomes occurred.

**Satisfactory (S)** – Successfully meets all mandatory learning outcomes of the course and program requirements.

**Unsatisfactory (U)** – Failure to meet one or more of the course learning outcomes and/or program requirements.

**Incomplete (I)** – Inability to meet course requirements within a scheduled time period.

### Probationary Status

Students are informed of their academic status in the theory component of a course through written communication. Students are encouraged to take advantage of faculty assistance and various learning resources that are available. The student is placed on probationary status for difficulties in mastering theoretical concepts or for clinical difficulties and/or violation of school or hospital policies. Probationary status may also apply to absenteeism. A specific time period is designated to master expected competencies and behaviors to progress in the curriculum as planned. Failure to achieve a passing grade in the course results in involuntary withdrawal from the program.

## Withdrawal

Withdrawal refers to the non-completion of the program. The decision to withdraw is to be discussed between the student and the Program Director, Conemaugh School of Histotechnology. Upon withdrawal, the student must return the hospital photo identification badge, library materials, parking permit, and any other school/hospital-owned property. Arrangements must be made to meet financial obligations. Applicable tuition refund will be outlined by the Financial Services office according to policy. Appropriate withdrawal forms for scheduled classes from Pennsylvania Highlands Community College must be completed by the student at the college. Failure to withdraw from a PHCC college course will result in an "F" grade being recorded on the PHCC academic transcript and Conemaugh academic transcript. Official transcripts are released when all obligations are fulfilled.

## Involuntary Withdrawal (Dismissal)

Individuals who have been terminated from employment within the Conemaugh Health System are unable to engage in the clinical practicum experience designed in the school's curriculum. This action will result in denial of enrollment in the school since the individual cannot meet required competencies and program outcomes.

If the faculty deems that a student does not meet the standards necessary for successful performance involuntary termination may be required. Reasons for involuntary withdrawal:

1. Unsatisfactory performance in theory or clinical practice.
2. Failure to meet guidelines identified in probationary status.
3. Failure to meet course and program requirements.
4. Possession of illegal drugs on hospital premises.
5. Divulging confidential information except to proper authorities.
6. Violation of academic integrity.
7. Damaging hospital or school property.
8. Violation of hospital rules, regulations, standards, values, or policies.
9. Uncivil behavior to others.
10. Non-fulfillment of financial obligations.
11. Non-attendance.
12. Loss of clinical privileges.

## Voluntary Withdrawal (Resignation)

A student who plans to withdraw from the program during any term must make an appointment to discuss his or her intention with the Program Director, Conemaugh School of Histotechnology and Financial Services at PHCC. After this meeting, the student has one week to submit a letter verifying the voluntary withdrawal to the Program Director. Appropriate withdrawal forms for scheduled classes at Pennsylvania Highlands Community College must be completed by the student at the college. The Program Director will document and submit the withdrawal date based on the letter of resignation and/or the last date of attendance. The last date of attendance is used for financial aid purposes.

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## Professional Accountability and Conduct

Histotechnology students are to abide by college, hospital, and school regulations and expectations. Violation of academic integrity, inappropriate behavior, dress, grooming, language, and attitude are not tolerated. A student who continues to exhibit this behavior can be placed on probationary status or dismissed from the program. Students have a responsibility to monitor other individual's patterns of practice. Mistakes and errors can lower the standards of practice expected in providing quality patient care. The person who conceals mistakes of others is as guilty of that error as the actual participant.

Professional success depends upon more than academic achievement. The student is expected, as are Conemaugh employees, to adhere to high standards of personal and professional conduct. This includes politeness to others, cooperation, dependability, confidentiality, and accountability. Integrity is essential. Hospital policies and standards have been adopted for the welfare of patients. Corrective action will occur if policies and standards are not followed. Students are expected to attend class and meetings, assemblies and graduation.

## Progression / Promotion

Practical and written examinations are given at periodic intervals. The grading system is on a percentage, grade, and quality point system. Throughout the course of study, a grade of "C" or better, and a Satisfactory clinical grade must be maintained. Students advance through the program by meeting academic standards, attendance, professional behavior, financial obligations, and program requirements. The final clinical grade indicates that the evaluation was based on consistency in performance and that adequate time for the evaluation in meeting outcomes occurred.

Promotion of the student is based on:

1. Meeting course requirements.
2. Demonstrating mastery of all course outcomes.
3. Maintaining satisfactory performance in previously-learned courses within the curriculum plan.
4. Adhering to program requirements.
5. Achieving a passing grade of no less than a "C" in all courses within the curriculum plan.
6. Receiving a clinical performance grade of "Satisfactory."

A student with an "Incomplete" grade is not eligible for promotion until all course requirements are fulfilled/completed within the time frame established by faculty.

Students have the opportunity to correct areas of weakness by being placed on probationary status. A student is expected to inform significant others of grades and academic standing.

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## Academic Standing

Academic standing is determined by a quality point system. Theory grades are determined on a percentage basis with a letter grade equivalent. Clinical grades are part of the course grade. The student's academic quality point average (QPA) is obtained by multiplying the number of credit hours by the number of quality points of the course grade. The total number of quality points is then divided by the total number of credit hours to determine the QPA. A cumulative QPA will be maintained for each student to establish class rank. Courses transferred into the program are not calculated in the determination of the Conemaugh's School of Histotechnology QPA.

## Attendance

Students are expected to maintain 100% attendance and be punctual for all classes. Absenteeism may affect grades and could result in academic failure. In the event of unavoidable absence, the student is responsible for information presented in class. Appointments should not be made during scheduled course activities or school functions. If an unavoidable absence is required, prior arrangements should be made with the Program Director. In the event of an absence, it is the student's responsibility to contact the Program Director at the beginning of the school day of return.

All students are expected to be prompt for a scheduled class and to remain for the entire period. Attendance will be taken for scheduled class time. Students with an attendance problem will be required to meet with the Program Director. When a student has missed over 15% by an excused and/unexcused absences, educational enrollment in the Histotechnology course is immediately interrupted.

Attendance for scheduled clinical experiences facilitates the student's accomplishment of student learning outcomes. Assigned time for clinical is necessary for students to demonstrate application of classroom theory, to develop skills and judgment and to give faculty the opportunity to evaluate achievement in accomplishing course outcomes. Fifteen percent (15%) or more of clinical course hours missed is reason for dismissal. In the event of a labor dispute in a clinical setting, it may be required that clinical time lost is made up. Students are not expected to cross a strike line.

An excused absence is one that is due to illness, death in the immediate family, or any circumstance deemed unavoidable. The school must be notified of the reason for the absence by documenting evidence, or the absence will be recorded as unexcused.

Arriving 5-15 minutes late for clinical is recorded as tardy and 2 hours will be added to the student's absent time to be made up. Greater than 15 minutes tardy for clinical will require that a half day be made up. Being tardy for class time will result in missing the scheduled class hour.

The attendance policy does not apply to inclement weather days – follow inclement weather policy.

## Student Employment

Employment may be necessary while enrolled in the program for some students. These guidelines apply:

1. The school assumes no responsibility for employment.
2. The school uniform and/or photo identification badge may not be worn at the employment site.
3. The employment schedule must not interfere with the academic schedule.
4. The school is not responsible for the student during employment hours.
5. Excessive hours of employment may negatively impact academic success.

## Counseling Service

Counseling services are designed to assist the student in personal and professional adjustment.

Academic Counseling is provided by faculty and/or the Program Director of the school. Areas include theory and clinical performance.

Professional Counseling is provided by the Administrative Assistant for the School of Nursing, this includes test taking skills, time management skills, interview skills, and resume writing skills.

Personal Counseling is provided by the Student Health Nurse, Program Director of the Histotechnology Program, Director of School of Nursing and Allied Health Schools and/or Associate Director of the School of Nursing. Areas include: self-understanding, self-direction and personal adjustment. Referrals and consultations are made as necessary. Students may utilize the Conemaugh Employee Assistance Program. The Student Health Nurse will also assist in referral of community resources.

## Smoke-Free Shift Policy

It is the policy of Conemaugh Memorial Medical Center to prohibit smoking as well as the use of smokeless tobacco by all physicians, employees, students, patients, and visitors on all identified Conemaugh Memorial Medical Center property. Smoking is not permitted during the school day. The use of tobacco products by physicians and employees on all identified Memorial Medical Center property compromises the image of Conemaugh Memorial Medical Center as a health care institution. As a leader in medicine and the community, Conemaugh Memorial Medical Center has an obligation to its patients and to the public to strongly assert the risks of tobacco use. Establishment of a tobacco free environment makes such a statement. Patients have often expressed their concerns when they smell smoke on their caregiver. Visitors express their concern of the lingering smoke at building entrances. Seeing employees smoke or using tobacco in front of the Conemaugh Memorial Medical Center campus buildings reflects negatively on us as a healthcare institution. The cigarette butts that frequent the sidewalks and parking lots are an eyesore, taking away from the beauty and cleanliness of our campuses. Compliance with the policy will be monitored and disciplinary action will occur if violated.

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## Health, Well-Being & Health Insurance

Expense of medical care and hospitalization is the student's responsibility. Conemaugh promotes health and well-being and adheres to the provision of a drug-free, smoke-free environment. It is Conemaugh's policy that students be physically and mentally fit. All students must possess health insurance. Health services are available. Mental health services are also available. When there is a charge for such services, the student's health insurance carrier is billed. If the student is found not to have health insurance, the student is responsible for payment.

In compliance with the requirements of the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, Conemaugh prohibits the unlawful manufacturing, possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities. This Substance Abuse Policy is in effect throughout Conemaugh and is distributed yearly to all students. Annual educational sessions on substance abuse are presented. If a problem of substance abuse is suspected or documented, Conemaugh's Substance Abuse Policy is implemented, and drug and alcohol screening/testing is done as deemed appropriate. Confidentiality is maintained. Legal sanctions, under the Controlled Substance, Drug, Device and Cosmetic Act or comparative legislation, may include probation, fines or imprisonment. Periodic dental care and examination, eye care, orthopedic appliances and care related to pregnancy are the responsibility of the student or the student's family. In the event of illness, the student is to secure care from a physician of choice at personal expense. Certification of care by the physician should be submitted to the student health nurse where health records are maintained during enrollment.

Latex Allergies: The environment of various clinical sites cannot assure that the area is latex free. Those individuals who have latex allergies may require accommodations that the School cannot provide. The School cannot assure that all learning sites utilized in the education process can be latex free.

## Accommodations to Achieve Learning Outcomes

Students needing reasonable accommodations for testing and skill performance are to make an appointment with the Program Director, School of Histotechnology, to discuss the nature of the accommodation required by the School. Requests for reasonable accommodations must be documented two months prior to enrollment. Expenses for the learning assessment are the responsibility of the student. Results will be shared with the Employee Health Department and the Human Resources Department. The school complies with all federal, state, and local statutes and regulations. It is the policy of the school to oversee that the policies and practices are administered consistently without discrimination. A reasonable accommodation will be made for a known applicant with a disability unless the accommodation would impose an undue hardship on the operation of the facility. At the request of the student, documentation of a learning disability or physical limitation with the type of reasonable accommodation provided by the School will be submitted to the ASCP Board of Registry.

## Transcript Service

Official and nonofficial transcripts can be issued upon a written request from the student. A transcript request form must be completed to obtain a transcript. The form can be found at [www.conemaugh.org/SchoolofHistotechnology](http://www.conemaugh.org/SchoolofHistotechnology). Transcript request form must include name at the time of graduation, year of graduation, last four digits of social security number and address where the transcript is to be sent. Official transcripts are not issued to the graduate unless sealed in an envelope that is signed by the Director, School of Histotechnology. An unofficial transcript is one that is not imprinted with the school's official seal. A copy of an unofficial transcript is given to the student at program completion. Transcripts from other

institutions may not be sent to a third party. Transcripts will be released only if all current financial obligations are met.

## **Educational Facilities**

Conemaugh Memorial Medical Center Campus contains a library, classrooms, offices, computer center, lab, and a variety of audiovisual materials. Clinical experiences are correlated with theory. Students participate in selection and evaluation of new materials and recommended additions to the Health Sciences Library. The computers, audiovisuals and printed materials are located in the computer center adjacent to the library collection. Educational facilities at the Pennsylvania Highlands Community College are also available.

## **Housing**

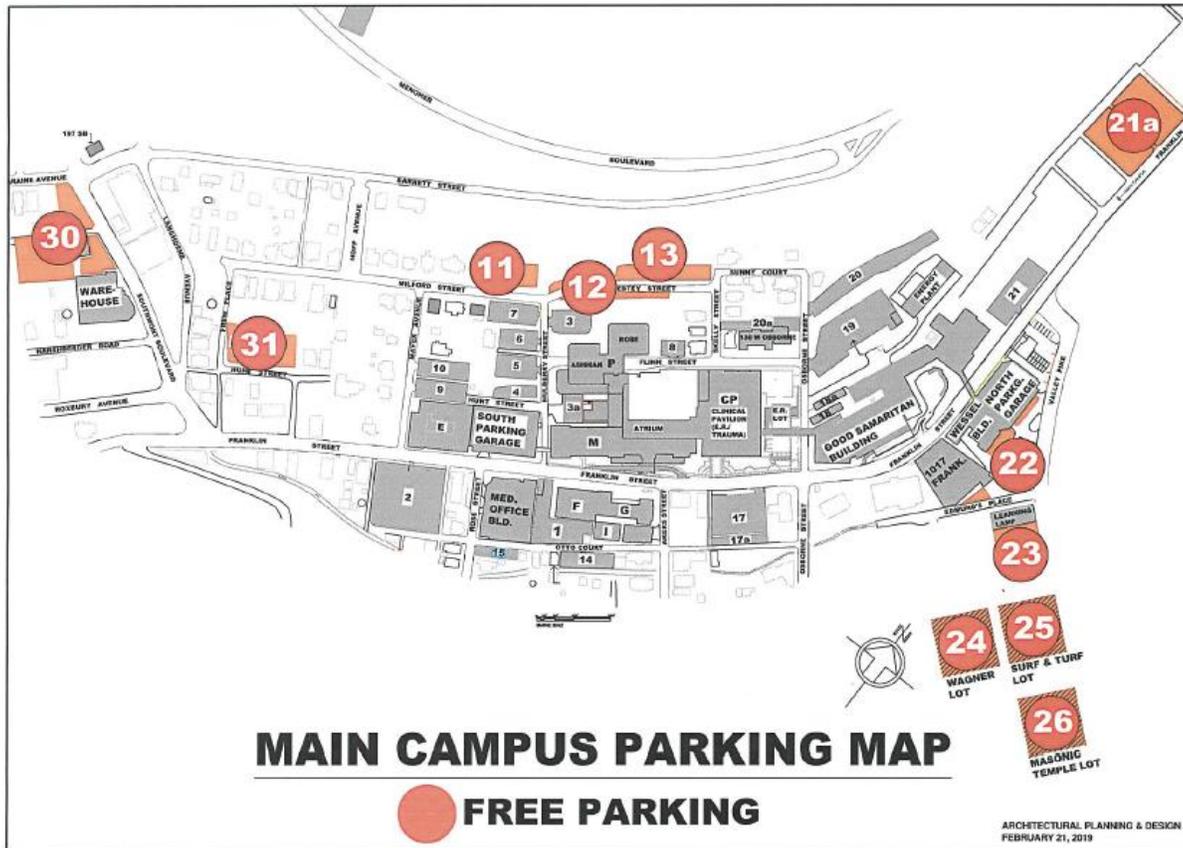
All students are responsible for their housing needs. Many apartments in the immediate vicinity of the hospital offer housing to Conemaugh students. Information and notice of rental accommodations in the local community are posted on the student bulletin boards, near the Health Science Library.

## **Meals**

Meals may be purchased in the cafeteria or students may carry meals from home. Refrigerators are located in the student lounges. The Crossroads Café is located in the hospital. Several restaurants are located within one or two blocks of the hospital.

## Transportation and Parking

Students are responsible for providing their own transportation to class and clinical experiences. Student parking is available on a first come first serve basis. Those parking areas are designated by the color orange on the following page. A shuttle transports the student to and from the Parking Lot #24, #25 and #26 to the Main Campus



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## Dress Code Policy

Grooming and attire worn by individuals connected with the Conemaugh School of Histotechnology should reflect an image of respect and professionalism in an academic and hospital setting. Dress that is appropriate, modest, and in good taste, is expected on all Conemaugh Memorial Medical Center campus areas. Students are to be properly groomed and hair clean. Every impression made on patients and the public is a significant concern, regardless of department, location or assignment. At the discretion of the instructor/assigned staff, extremes in appearance or in attire will result in student dismissal from the learning experience. The student identification (ID) badge must be worn at all times. Lack of a hospital photo ID badge on campus requires that a badge be purchased from the Security department for a \$5.00 fee paid to the Financial Services Office in the Conemaugh School of Nursing. Repeated violation may result in probationary status or program dismissal by the Program Director.

Uniform – The complete uniform consists of navy blue polo shirt with the school logo, khaki slacks, and white leather (non-porous fabric) shoes. No open toe, open areas on the shoe or strapless clogs or open heel shoes are permitted. Soles of the shoes are to be neutral in color. If cold, a navy blue, non-logo, jersey may be worn in the classroom. Impervious lab coat must be worn at all times in the laboratory. The ID badge is to be worn on the upper chest with the photo visible. The badge is to be unadorned except for gold stars and honor pins.

Makeup – Subtle makeup is acceptable. Facial implants are not permitted.

Contact Lenses/Glasses – Must be a natural eye color and not distracting. Glasses must have clear lenses and frames that are not distracting in shape, color, or pattern.

Wristwatch – Must have a second-hand sweep and not be distracting in size or color.

Jewelry – Bracelets are not to be worn in the clinical area. The only jewelry to be worn on the hand is an engagement ring and a wedding band. The rings allowed should not cause injury or compromise the integrity of gloves. For students with pierced ears, only two small tasteful earrings (no hoops or dangles) are permitted on the lower earlobe. Exposed body jewelry is not permitted with the exception of earrings in the earlobe. Gauged/spacer earrings are unacceptable. Tongue or facial piercing/jewelry is not permitted. Neckwear is to be inconspicuous. A necklace, pendant and/or medal can be worn under the uniform.

Gum Chewing – Chewing gum distracts from a professional appearance and is not permitted during classroom or clinical experiences.

Hair – Hair is to be clean and neatly groomed, appropriately styled and colored. Unnatural hair color (i.e. purple, green, blue, pink, etc.) is not permitted. Ribbons and hair ornaments are not allowed with the uniform. Headbands should be neutral in color. Long hair is to be pinned neatly above the uniform collar or held secure with a white scrunchie in a ponytail or braid down the back. Hair should not fall forward when working in the clinical setting. Men must be clean shaven. Mustaches and beards are to be neatly trimmed. Sideburns may not extend past the earlobe.

Hygiene – Daily bathing, use of deodorant, and mouth care are expected. Clean dental hygiene and teeth in good repair are required. Perfumes/colognes should be avoided. Cigarette smoke on hair, breath, and clothing can be an unwelcome odor to others. Fingernails are to be trimmed short and kept clean. Due to an infection control hazard, no nail polish, acrylic nails or glue-on nails and nail ornamentation may be worn with the uniform. Fingernail length must promote client and employee safety and not hinder patient care. Nails should not exceed ¼" in length beyond the fingertip.

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Undergarments – Men are to wear white non-logo printed t-shirts under the polo shirt. Women are to wear appropriate white or beige undergarments. No thermal underwear.

Tattoos – Body tattoos are to be covered by clothing or appropriate makeup or a skin-toned band-aid.

Forked Tongue – Splitting or forking of the tongue is not permitted.

Not Permitted:

- Technical devices (Bluetooth, earbuds, or non-approved electronic devices.)
- Tight fitted or sloppy clothing
- Head coverings/baseball caps
- Visible or skimpy underwear
- Dirty or worn shoes
- Lounge pants, sweatpants, scrub pants, leggings, or yoga pants
- Excessive cosmetics or jewelry
- Non-Conemaugh logo sweatshirt/jacket
- Scarves

## Tuition & Fees

Billing and financial aid awards are processed through Pennsylvania Highlands Community College.

## Graduation

Candidates for graduation from the Conemaugh School of Histotechnology and Pennsylvania Highlands Community College must have satisfactorily completed all curriculum academic and clinical laboratory requirements to be awarded a diploma. The student must pass the program cumulative final examination. The test is part of the Histotechnology 250 course. All fees and outstanding debts must be paid and all hospital property returned.

Students are expected to attend graduation activities. Clinical professional image standards are upheld for the graduation pictures and participation in the ceremony. The diploma and pin of the Conemaugh School of Histotechnology are awarded at program completion. Graduates receive recognition for academic honor roll placement and clinical attendance. Special awards may be given. Once the diploma and AS degree is awarded the graduate is eligible to take the National Registry Examination of the American Society of Clinical Pathologists.

## Graduation and Placement Rates

The graduation and placement rates are an indicator of the demand for Histotechnology Technicians and the program has a reputation for developing job ready graduates. The number of Histotechnology Technician positions available far exceeds the number of graduates from programs nationwide. Conemaugh's School receives calls and letters from labs all over the nation looking for our graduates. With this information as an evaluation tool we realized the need to expand the size of our program. We designed the didactic and clinical schedules to accommodate more students without sacrificing quality.

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## ASCP – Board of Registry

Founded in 1928 by the American Society of Clinical Pathologists (ASCP), the Board of Registry is widely accepted as the most influential leader in the field of certification of medical laboratory professionals. The Board of Governors and the Board of Registry has 21 members:

- Six pathologists (nominated by the ASCP)
- Six medical technologists (nominated by the ASCP Associated Member Section)
- One representative from each of the following seven participating specialty societies:
  - American College of Microbiology
  - American Association of Blood Banks
  - American Society of Cytopathology
  - American Society of Hematology
  - Clinical Laboratory Management Association
  - National Registry in Clinical Chemistry
  - National Society of Histotechnology
  - American Association of Pathologists' Assistants
- Two public members

### Certification

Certification is the process by which a non-governmental agency grants recognition of competence to an individual who has met certain predetermined qualifications, as specified by the agency or association.

The ASCP Board of Registry provides a mechanism for these individuals to be recognized as having the necessary competence to perform the medical laboratory roles they seek. This mechanism is called certification.

In conducting certification activities, the ASCP Board of Registry:

- Prepares standards that assure competence of medical laboratory personnel.
- Develops and administers appropriate examinations for measurement of competence.
- Develops and uses appropriate scoring procedure.