

HISTOTECHNOLOGY PROGRAM

STUDENT HANDBOOK

2024-2025



Elgin Community College
1700 Spartan Drive
Elgin, Illinois 60123
www.elgin.edu
847-214-7322

These requirements are specific to the Histotechnology Program and are a supplement to the ECC college catalog and the Health Professions Policies & Procedures Manual

Updated January 2025

Accessible Version: [HST Handbook](#)

Table of Contents

Welcome to the ECC Histotechnology Program!.....	6
Accrediting Agency	6
Elgin Community College – Mission Statement	6
Health Professions - Mission Statement	6
Health Professions - Vision Statement	6
Histotechnology - Mission Statement	6
Histotechnology - Professionalism Statement.....	6
Shared Values.....	7
Health Professions Discrimination Statement.....	7
HST Program Homepage Link.....	8
ECC Strategic Plan.....	8
Mission, Shared Values, and Philosophies:.....	8
Philosophies – how we approach our work.....	8
HST Program Goals	Error! Bookmark not defined.
Essential Requirements.....	10
Essential Observational Requirements	10
Essential Movement Requirements	10
Essential Communication/Cognitive Requirements.....	10
Essential Behavioral Requirements	10
ADA/Section 504 Compliance.....	11
HST Program Entrance Requirements.....	11
Program Organization.....	12
Courses.....	12
Course Student Learning Outcomes	12
Histotechnology Curriculum	13
Associate of Applied Science in Histotechnology	13
Histotechnology Curriculum Vocational Certificate (VS) in Histotechnology	14
Histotechnology Course Descriptions.....	15
HST 111-HISTOTECHNOLOGY TOPICS I (3.0).....	15
HST 113-HISTOTECHNOLOGY TOPICS II (1.0).....	15
HST 121-EMBEDDING AND CUTTING I (4.0).....	15
HST 123-EMBEDDING AND CUTTING II (4.0)	15
HST 125-SPECIAL STAINS (3.0).....	15

HST 131-HISTOTECHNOLOGY PRACTICUM I (2.0).....	15
HST 133-HISTOTECHNOLOGY PRACTICUM II (2.0).....	16
Policies and Procedures.....	17
Academic Integrity Policies.....	17
Histotechnology Professional Dishonesty Policy.....	17
Contract of Handheld Technology.....	17
Copy Services.....	18
Castle Branch, Criminal Background Checks and Drug Testing.....	19
Name Badges.....	19
Code of Conduct.....	19
Dress Code/Hygiene Policy.....	19
Snow Day Policy.....	20
Emergency Alert System.....	20
Safety Policy.....	20
Bloodborne Pathogen Exposure Policy.....	22
Definitions.....	22
Procedure.....	23
Clinical/Lab Practices.....	23
Personal Protective Equipment.....	24
Post-Exposure Practices.....	24
Reporting of Clinical Exposure Incidents.....	25
Procedure.....	25
Bloodborne Exposure Report Form.....	26
Professional Development.....	28
Grading Policy.....	28
Exam Re-Takes.....	29
Course Grades.....	29
Practicum Grades.....	30
Affective Domain Evaluations/Progress Reports/Exit Interviews.....	30
Academic Integrity.....	30
Dismissal Policy.....	30
Student Grievance Policy.....	30
Complaints That Fall Out of Due Process.....	30
Withdrawal/Re-Entry Policy.....	31

Alternate Status Policy	31
Full-Time Students	31
Part-Time and Re-Entering Students	31
Alternates	32
Classroom/Clinical Experience	32
Policy Statement:	32
Classroom/Didactic Attendance	32
Criteria for Written/Online Assignments	32
Clinical/Lab.....	32
Clinical Experience Attendance and Preparation.....	32
Patient Data in the Clinical Area.....	33
HST Program Dress Code	33
Health Requirements.....	34
Transportation to Affiliating Agencies.....	36
Simulation Experience.....	36
Probation.....	36
Clinical Affiliates.....	38
Practicum Attendance Policy	39
Practicum Assignments.....	39
Service Work	39
Time Limitations for HST Program Completion	40
Degree Audit.....	40
Program Completion	40
Graduation Requirements.....	40
Certification Information	41
Lockers	41
Affective Domain Evaluation.....	42
Clinical Performance Evaluation (CPE)	43
Social Media Conduct Contract.....	45
HST Program Student Handbook Agreement	46
Confidentiality Statement	47
Photography Release.....	47
Permission to Survey Future Employer	47
Voluntary Assumption of Risk & Release of Liability	48

Welcome to the ECC Histotechnology Program!

Accrediting Agency

The Histotechnology (HST) Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd, Suite 720, Rosemont, IL 60018. (773) 714-8880
<https://www.naacls.org/about.aspx>

Elgin Community College – Mission Statement

The mission of Elgin Community College is to improve people's lives through learning.

Health Professions - Mission Statement

The mission of Health Professions is to provide a quality education that supports the development of health and wellness practitioners.

Health Professions - Vision Statement

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

Histotechnology - Mission Statement

The mission of the Histotechnology (HST) Program is to develop lab professionals that are patient-focused, providing accurate and timely patient results.

Histotechnology - Professionalism Statement

As a student in the HST program you will be expected to behave as a professional. It is easy to recognize a professional because they are good at what they do and they like doing it. They enjoy helping others and knowing that they have made a difference. They treat everyone with dignity and respect. Professionals set high standards for themselves and work hard to achieve them. They care about quality and how to improve it. They continually strive to learn and grow in their personal and professional lives. Professionals are recognized for their integrity. They are reliable, accountable, and always team players.

Your assignment: begin to think about how you will develop your own professionalism as an HST student.

Shared Values

Faculty, students, and the community establish a partnership wherein the faculty provides diverse learning opportunities, and the students are challenged to accept responsibility for active learning. Life-long learning is essential to maintain competence and accountability.

The Histotechnology Program reflects the Shared Values of Elgin Community College:

Excellence. All college functions and services must strive for the highest level of excellence to successfully achieve our mission. Learning activities must be of the highest quality to help students achieve their goals.

Freedom of Inquiry. We believe a learning community is most engaging and viable when a spirit of free inquiry exists, allowing everyone the freedom to explore new and diverse ideas and to express their interests and attitudes.

Equity. We believe that everyone must have an equal opportunity to grow through learning, and we pledge to provide all who take part in our learning activities with the opportunities and support needed for success.

Ethical Practices. As we strive to develop our learning community, we will maintain at all times the highest level of honesty, communication, cooperation, and credibility in all relationships.

Accountability. As a public institution, we believe we must assume responsibility for all our decisions and actions, and we must also be open and honest in all our affairs and always ensure that we are making the best use of our resources.

Respect for Diversity. All constituencies are important to achieving our vision. Therefore, we must respect the unique and diverse perspectives each person offers and embrace those differences as the means for developing the strongest learning community possible. We promote individual growth and a positive sense of self-worth for all members of the college community.

Community Engagement. As an active and involved part of our community, we must play an integral role in developing, advancing, and serving the local community.

Health Professions Discrimination Statement

Clinical experiences are planned by health professions faculty/administrators to best meet student learning needs. Students may not refuse assignments based on the students' beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.

HST Program Homepage Link

[Histotechnology | Elgin Community College \(ECC\)](#)

ECC Strategic Plan

Mission, Shared Values, and Philosophies:

ECC's mission: to improve people's lives through learning. Through our decisions and actions, we empower:

- **Students** to reach their goals in an equitable and welcoming environment;
- **Employees** to thrive and fully use their collective talents; and
- Our **community** to transform and enrich the world.

Philosophies – how we approach our work.

These philosophies serve as our ethical compass and the lens through which we look when making decisions.

Learning: empowers individuals to improve their own lives as well as the economic, social, and cultural conditions of local and global communities.

Equity: ensuring everyone receives what they need to be successful.

Diversity: is all expressions of humanity.

Inclusion: valuing what makes us unique.

Justice: ensuring our structures and systems honor individual rights.

Strategic plan can be accessed in its entirety at [Mission, Shared Values, and Philosophies | Elgin Community College \(ECC\)](#)

HST Program Goals

The Histotechnology program has established five program goals. The competency statements listed below are used in assessing the progress of students throughout the program and serve as a measure of how well the program is meeting its goals.

- Goal #1:** To provide students with the highest quality academic and clinical education in the field of histotechnology.
- Competencies:**
- 1.A.** Students will demonstrate basic knowledge necessary to obtain a passing score on the American Society of Clinical Pathology (ASCP) national certification exam.
 - 2.A.** The program will maintain accreditation through NAACLS.
- Goal #2:** To provide students with the technical skills needed to perform histology procedures accurately and efficiently.
- Competencies:**
- 2.A.** Students will process specimens independently.
 - 2.B.** Students will apply test/theory principles in the performance of diagnostic procedures.
 - 2.C.** Students will follow established laboratory safety policies.
- Goal #3:** To provide students with the critical thinking skills needed to solve problems in the histology lab.
- Competencies:**
- 3.A.** Students will organize and prioritize tasks appropriately.
 - 3.B.** Students will initiate measures to correct technical problems.
 - 3.C.** Students will maintain quality performance under stress.
- Goal #4:** To provide students with the communication skills needed to function effectively in a histology lab environment.
- Competencies:**
- 4.A.** Students will convey written and verbal information to others in a timely manner.
 - 4.B.** Students will follow written and verbal instructions accurately.
 - 4.C.** Students will use computer technology to operate equipment and manage information.
- Goal #5:** To help students develop an understanding of their professional role within a health care team.
- Competencies:**
- 5.A.** Students will develop a sense of responsibility to the patient and the employer.
 - 5.B.** Students will treat co-workers and patients with respect.
 - 5.C.** Students will maintain professionalism in appearance and conduct.
 - 5.D.** Students will remain adaptable to changes that occur in the profession.
 - 5.E.** Students will grow intellectually through continuing education.

Essential Requirements

The Histotechnology program has established minimum essential requirements, separate from the academic standards for admission, which every student must meet with or without reasonable accommodations in order to participate fully in all aspects of training.

Essential Observational Requirements

- The student must have the ability to observe and acquire information from printed and projected materials.
- The student must be able to differentiate the color of structures both macroscopically and microscopically.

Essential Movement Requirements

- The student must be able to travel to and from clinical sites for practical experiences.
- The student must be able to move freely and safely about a laboratory.
- The student must be able to reach laboratory bench tops and shelves.
- The student must be able to tolerate lengthy periods of physical activity, including sitting, standing, and moving quickly at times.
- The student must have sufficient fine motor control to process potentially infectious specimens, to safely handle laboratory chemicals, and to manipulate laboratory equipment requiring repetitive motion.

Essential Communication/Cognitive Requirements

- The student must be able to effectively read, write, and speak in English in order to communicate with instructors, students, and other members of the health care team.
- The student must be able to follow oral and written instructions in order to perform tasks independently.
- The student must be able to comprehend, memorize, analyze, and synthesize scientific information at a level appropriate for histotechnicians.

Essential Behavioral Requirements

- The student must be able to prioritize and complete projects within realistic time constraints.
- The student must be able to exercise judgment and decision-making skills during periods of stress.
- The student must remain flexible and adaptable to change.
- The student must recognize potentially hazardous situations and proceed safely. The student must seek help when needed.
- The student must be able to accept constructive criticism and work to improve performance.
- The student must be able to work collaboratively with fellow students and instructors.

Graduates are expected to be qualified to enter the field of histotechnology. It is, therefore, the student with disabilities' responsibility to request accommodation that they feel is reasonable and

needed to execute the essential requirements. Students with disabilities must contact Disability Services to arrange for support services. If a student does not inform the college of a disability, ECC is not required to make any exceptions to any exceptions to any standard procedure.

ADA/Section 504 Compliance

Elgin Community College complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 to ensure that no students, employees, visitors, or other beneficiaries of the ADA encounter discrimination on the basis of their disability. All college facilities, services, and programs must be accessible to students, employees, and visitors with disabilities unless doing so would be an undue burden to the college. ECC can provide reasonable accommodations to qualified students with disabilities for successful entrance into and completion of courses, but students should note that the college is not required to, nor should it, compromise on program admissions or essential course requirements. Qualified students with disabilities must contact the Student Access and Disabilities Services Office to request reasonable accommodations.

[Student Access and Disability Services | Elgin Community College \(ECC\)](#)

HST Program Entrance Requirements

1. Proof of High School diploma or High School equivalency
2. Successful completion with a grade of C or better in within 10 years:
 - BIO 110 or equivalent transfer credit
 - Algebra: [MTH 098](#) or [MTH 099](#), or satisfaction of other placement criteria
 - Geometry: [MTH 097](#) or satisfaction of other placement criteria

Program Organization

The Program resulting in an AAS degree is divided into 4 semesters.

The Program resulting in a Vocational Certificate is divided into 2 semesters.

Courses

A course contains a course number and name, for example:

HST 111 Histotechnology Topics.

Course Student Learning Outcomes

Each course has student learning outcomes identified in the course syllabus. These outcomes are the focus of classroom discussion, academic testing, and lab and clinical expectations.

Histotechnology Curriculum

Associate of Applied Science in Histotechnology

Fall semester - first semester of program

Course	Credit Hours
BIO 240 or BIO 245/BIO 246	5.0/8.0
HPE 112	3.0
MTH 112	4.0
ENG 101	3.0
Total	15.0/18.0

Spring semester

Course	Credit Hours
BIO 265	4.0
CHM 112	5.0
ENG 102	3.0
Social/behavioral elective	3.0
Total	15.0

Fall Semester

Course	Credit Hours
CHM 170	5.0
Humanity/fine art elective	3.0
HST 111	3.0
HST 121	4.0
Total	15.0

Spring Semester – last semester of program

Course	Credit Hours
CMS 210	3.0
HST 113	1.0
HST 123	4.0
HST 125	3.0
HST 131	2.0
HST 133	2.0
Total	15.0

Program Total: 60/63 credit hours

Histotechnology Curriculum

Vocational Certificate (VS) in Histotechnology

To be eligible for the VS Certificate category, an applicant must satisfy these minimum requirements

- An associate degree (or higher) from an accredited (regionally or nationally) college/university. This academic credit **MUST** include a combination of 12 semester hours (18 quarter hours) in biology and chemistry (**must include credit hours in both**), which may be obtained within, or in addition to, the associate degree.

Fall Semester

Course	Credit Hours
BIO 240 or BIO 245/BIO 246	5.0/8.0
HPE 112	3.0
HST 111	3.0
HST 121	4.0
Total	15.0/18.0

Spring Semester – last semester of program

Course	Credit Hours
ENG 101	3.0
HST 113	1.0
HST 123	4.0
HST 125	3.0
HST 131	2.0
HST 133	2.0
Total	15.0

Program Total: 30/33 credit hours

Histotechnology Course Descriptions

HST 111-HISTOTECHNOLOGY TOPICS I (3.0)

Prerequisites: Acceptance into the Histotechnology program or program director consent.

Description: This course will provide an introduction to the histotechnology profession. Units covered will include fixation, processing, staining, instrumentation, and safety. Students will also become acquainted with standard practices and operation in a histology lab.

HST 113-HISTOTECHNOLOGY TOPICS II (1.0)

Prerequisites: Grade of C or better in HST 111 and HST 121.

Description: This course will cover management issues related to the histology laboratory. Students will design a QA/QI program, write policies and procedures, prepare resumes, and review for the certification exam.

HST 121-EMBEDDING AND CUTTING I (4.0)

Prerequisites: Acceptance into the Histotechnology program or program director consent.

Description: This course will provide an introduction to the practical skills of the histotechnology profession. The focus will be on the hands-on use of histology equipment and techniques used in the preparation of slides.

HST 123-EMBEDDING AND CUTTING II (4.0)

Prerequisites: Grade of C or better in HST 111 and HST 121.

Description: This course will provide additional opportunities to improve the practical skills of the histotechnology professional. The focus will be on the hands-on use of histology equipment and techniques used in the preparation of slides from paraffin and frozen sections.

HST 125-SPECIAL STAINS (3.0)

Prerequisites: Grade of C or better in HST 111 and HST 121.

Description: This course will cover the theory and practice of special stains in the histology lab. Units include carbohydrates and amyloid tissue, connective and muscle tissue, nerve tissue, microorganisms, pigments, minerals, and cytoplasmic granules.

HST 131-HISTOTECHNOLOGY PRACTICUM I (2.0)

Prerequisites: Grade of C or better in HST 113 or program director consent.

Description: This course will provide the student with supervised experience in a histology lab. Students will practice performing all the routine responsibilities of a histotechnician including: grossing, processing, embedding, cutting, staining, and interacting with other histology personnel.

HST 133-HISTOTECHNOLOGY PRACTICUM II (2.0)

Prerequisites: Grade of C or better in HST 131 or program director consent.

Description: This course builds on the skills learned in HST 131 and will provide the student with additional supervised experience in a histology lab setting.

Histotechnician students will have the opportunity to expand their knowledge of the workflow in a histology lab and practice techniques in a new clinical setting.

Policies and Procedures

All students must read and follow the updated Histotechnology Student Handbook each semester and as necessary. All students will be responsible for following any policy and procedure changes made and will sign the Health Professions Histotechnology Student Handbook Agreement page. All students must follow the ECC policies in the college catalog.

Academic Integrity Policies

Histotechnology Professional Dishonesty Policy

The students' behavior represents themselves, their profession, the College, the program, and the clinical environment. Professional and ethical behaviors are always expected throughout the program.

Professional dishonesty (which includes unethical behavior) in the clinical setting is also a serious offense within the college community. Ethical agency is a standard of Elgin Community College's Health Professions Division. Examples of dishonest/unethical clinical behaviors include but are not limited to:

- falsifying documentation
- lying about performance
- failure to self-limit when incompetent/untrained to perform a task
- failure to follow procedures according to policy (taking unsafe shortcuts)
- failure to report patient care mistakes to clinical instructor
- covering up for the unsafe behavior of another student
- practice as an HST student when impaired from drugs or alcohol (Note: students suspected of being impaired from drugs or alcohol will be tested according to the institutional policies of the affiliating clinical facility and Elgin Community College. The student will be responsible for the cost of this testing.)

Such violation(s) may result in a delay in completing degree requirements or in further disciplinary action against the student by Elgin Community College.

Contract of Handheld Technology

Classroom

Smartphones/Watches, Handheld Computers/Tablets, or other Portable Electronic Devices – No electronics are allowed during any exams. Students may not be able to see/hear/feel these devices during exams. If faculty allow a calculator in an exam, the calculator may be provided by the school/instructor/student. Students with special accommodation requiring a special device must have documented departmental approval in the program director's office before the beginning of the second week of class.

Devices may not be used to record or photograph the instructor, students, or classroom without the permission of the instructor and students involved.

Clinical/Lab/Simulation

Smartphones, Tablets, Other Portable Electronic Devices – Students using these devices in clinical will always follow these guidelines unless prohibited by the clinical agency:

- Personal electronic devices may only be used in the clinical/lab/simulation setting with the permission of the instructor.
- The device will be always in airplane mode while being used in the clinical agency.
- The camera will not be accessed at any time while in the clinical agency.
- No pictures or videos will be taken of any person, equipment, or location that is related to clinical, lab, or simulation without prior written consent of the supervisor of that location, the director of the program, and/or the faculty member.
- No texting, email, or communication of any type using these devices will ever be done in front of a patient or clinical affiliate staff member. Students agree that they will sanitize their devices with an antibacterial wipe in accordance with basic universal precaution standard (after all patient/sample interactions and at any time one would sanitize their hands).

Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations, and laws. Students are fully responsible to ensure that they always adhere to all regulations whether at school, at clinical, on break, or any other time. This includes proper management of confidential client information. All students are fully responsible for following all regulations of the HIPAA guidelines.

If there are any questions/concerns about whether certain data can be shared, stored, or transmitted, students agree to refrain until clarification is made. It is important to err on the side of caution. Any electronic device used for transmitting educational material related to clinical or client interactions must be secured with a password when not in use. This includes computers, phones, PDAs, and any other such device. Any communication about a clinical or patient-related concept or event must be de-identified before transmission per HIPAA guidelines. (Adapted from document used with permission by Lewis & Clark Community College 8-2011)

Such violation(s) of the above may result in a delay in completing degree requirements or in further disciplinary action by Elgin Community College.)

Copy Services

Students who wish to make copies of printed materials while on campus should purchase a copy card from one of the card dispensers. A copier is available for student use in building A.

A copy machine is located on the second floor of the Health and Life Sciences Building. Refer to current ECC opening guidelines regarding building availability. If the building is open to students, copies can be made using your ECC ID number and PIN (birth date, mm/dd). If the copy machine is not operating properly, stop using the machine and notify the Health Professions Office Coordinator in A335.02, ext. 7350.

Students **may not** use the classroom printer or computer labs for printing. These printers are for faculty use only.

Castle Branch, Criminal Background Checks and Drug Testing

This information is located in the Health Professions Policies & Procedures Manual located on the HST homepage.

Name Badges

All HST students must obtain an ECC Student ID and student ID card holder. The holder can be purchased at the ECC bookstore. It should be clear, hold your ECC student ID card, and clip to your uniform. The student ID can be obtained through Student Life, Building B, room B173, Monday – Friday between 8 and 5. You need to bring your license or state ID and a copy of your schedule. There is no charge for the ECC Student ID.

Code of Conduct

This information is located in the Health Professions Policies & Procedures Manual located on the HST homepage.

Dress Code/Hygiene Policy

During Clinical Practicums

1. A lab coat and gloves are mandatory and will be provided by the clinical facility.
2. Student name badges must be worn so that they are easily visible.
3. Scrubs are required laboratory attire. Absolutely no jeans allowed.
4. Shoes must have rubber soles. Clean solid colored gym shoes are acceptable. No open toe shoes permitted. Shoes must have backs.
5. Hair and nails must be neat. Long hair should be tied back.
6. Jewelry should be minimal.
7. Proper hygiene practices are to be followed. Avoid strong smelling perfumes/lotions.

*** Students will be evaluated on their adherence to this dress code/hygiene policy (see clinical performance evaluation). Students will be asked to leave the clinical facility if violations occur.**

Snow Day Policy

The following radio and TV stations will report college closings: WGN, WBBM, WRMN, FOX, STAR, CBS TV, NBC TV, ABC TV, WGN TV, FOX TV, and CLTV. Students should also subscribe to the **ECC Emergency Alert System**. Simply, register on-line at **emergency.elgin.edu** When there is a school closing or emergency, you will receive a text message. Your family members can also register to receive these alerts.

Emergency Alert System

Current students, faculty, and staff are automatically signed-up for ECC's new emergency alert system. You will receive text messages if there is a campus emergency.

No further action is required. When a situation arises that requires an emergency broadcast, the college will send a text message to the cell phone number you provided.

You can review and/or update your contact information in the alert system at emergency.elgin.edu. This way you can verify that the correct phone number(s) and emails(s) are entered in the system. To log in, use your ECC username (e.g., jdoe1234) and password.

***Making changes to your contact information in the emergency alert system does not change your contact information globally in ECC systems. You will need to contact the Registration office to update your contact information.

Check the ECC policy for emergency procedures for current information about school closings.

If it is a clinical day, follow the policy that your instructor has given you regarding each agency. Clinical agencies are located over a wide area and weather conditions vary greatly. The school cannot assume risk associated with weather conditions, therefore, the decision about when and where to travel is a matter of individual judgment. A clinical absence due to weather will require a make-up day as discussed with your clinical preceptor. Site visits will not occur when campus is closed for snow days.

Safety Policy

Students must demonstrate competency in safety protocol during HST 111. Safety objectives are continually reinforced during all the HST courses and clinical practicums. The following safety precautions must be followed while in the student laboratory (A216):

1. No eating or drinking is allowed while performing lab procedures.
2. Fluid resistant lab coats must be worn while performing lab procedures.
3. Disposable gloves must be worn when handling biological specimens.
4. Lab coats/gloves are not to be worn outside of the student laboratory.
5. Eyes must be protected with safety glasses, goggles, or face shields when splashing is anticipated.
6. All chemical spills must be cleaned up immediately in accordance with SDS expectations.
7. All body fluid spills must be decontaminated immediately using a 10% bleach solution.

8. Any accidents (broken glassware, body fluid splashes, puncture wounds, etc.) must be reported to the instructor immediately, and follow-up action initiated as directed (see Bloodborne Pathogen Exposure Policy in the Health Professions Policies and Procedures Manual).

Health Professions students are expected to practice safe techniques, remain drug and alcohol-free, maintain a clean criminal background check, and demonstrate professional behavior while on campus and in the clinical setting.

Program directors or faculty or clinical preceptors may immediately remove a student from an educational experience and recommend to the Program Director or Dean of Health Professions, a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as, but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the college's Grade Appeal Process. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Dismissal-Due Process procedure in the Health Professions Policies and Procedures Manual.

Bloodborne Pathogen Exposure Policy

Scope: Applies to all students enrolled in ECC Health Professions programs

Policy Statement: In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard, all students who have an exposure incident to bloodborne pathogens while engaged in Elgin Community College's sponsored health professions programs will benefit from prompt medical attention, including baseline and follow-up laboratory testing as necessary.

Definitions

Blood: human blood, human blood components, and products made from human blood.

Bloodborne pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Other potentially infectious materials include

- Amniotic fluid
- Body tissues
- Organs from a human
- Semen
- Cerebrospinal fluid
- Pericardial fluid
- Peritoneal fluid
- Pleural fluid
- Saliva (in dental procedures)
- Vaginal secretions

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated sharps: any contaminated object that can penetrate the skin including needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

Parenteral: Piercing: mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered personal protective equipment. Examples include but are not limited to:

- CPR barrier
- Face shields/masks/goggles are to be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated, and eye, nose or mouth contamination can be reasonably anticipated.
- Gloves: to be worn when it can reasonably be anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures and when handling or touching contaminated items or surfaces. Disposable gloves such as surgical or examination gloves must be replaced as soon as practical when contaminated or as soon as feasible when they are torn or punctured or when their ability to function as a barrier is compromised. Disposable (single use) gloves are not to be washed or decontaminated for re-use.
- Gowns/aprons and other protective body clothing: to be worn as a barrier between general clothing and a potential exposure hazard.

Standard Precautions: An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Procedure

Clinical/Lab Practices

1. All students will be presented current Blood Borne pathogen educational information per program policies. Additional training will be provided for any changes or updates.
2. Students who do not complete Blood Borne Pathogen training will not be allowed in the clinical or lab area.
3. All students will apply the practice of Standard Precautions and Infection Control in each task they perform. When differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
4. Contaminated sharps must be disposed immediately after use in a puncture resistant container, labeled with a biohazard warning and leak-proof on the sides and bottom.
5. Contaminated needles or sharps are not bent, recapped or removed. If recapping or needle removal is necessary, it is accomplished through a medical device or one-handed technique under the direct supervision of a healthcare practitioner or instructor.
6. The needle or sharps safety device must be activated immediately after use according to the manufacturer's intended guidelines.
7. Students should notify the supervising healthcare practitioner or instructor of any sharps containers that are overfilled.
8. The student shall never attempt to retrieve any item that has been disposed of in a sharp's container.
9. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps.
10. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in clinical areas where there is potential for exposure to blood borne pathogens.
11. If the student brings food and/or drink to the clinical site, it is not to be kept in refrigerators, freezers, on countertops or in other storage areas when blood or potentially infectious fluids

are present. It may be stored in the refrigerator or area for facility employee food/drinks. It may not be stored in the same areas as patient food or drink.

12. All procedures involving blood or other potentially infectious materials shall be performed to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Personal Protective Equipment

1. The student will wear appropriate personal protective equipment provided by the facility such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
2. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the student's uniform, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
3. All personal protective equipment shall be removed prior to leaving the work area.
4. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
5. Gloves shall be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
6. Disposable (single use) gloves, such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
7. Disposable (single use) gloves shall not be washed or decontaminated for re-use.
8. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields, shall be worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
9. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend on the task and degree of exposure anticipated.

Post-Exposure Practices

Working in the health field involves an assumption of risk.

1. Students shall follow the correct protocol, procedures, and policies of host facility and OSHA to keep the risk for injury or illness at a minimum.
2. If exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.
3. Following any contact of body areas with blood or any other infectious material, students shall thoroughly wash the exposed area.
4. Students must notify their clinical instructor immediately of any exposure or possible exposure.
5. The student should seek medical attention immediately to determine what type of follow-up is

- necessary. Post exposure care for Hepatitis B and HIV should be administered as soon as possible (within the first few hours) after the exposure incident for maximum effectiveness.
6. Follow-up documentation will be submitted to the appropriate ECC Program Director, including the route of exposure and the incident's circumstances. Refer to attached **Exposure/Incident Report Form**.

Reporting of Clinical Exposure Incidents

The report of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards or requirements, or if there is unsafe patient care or medication administration procedures; and the clinical agencies require an institutional specific "incident report". Safety practices at the clinical agencies and at Elgin Community College are the responsibility of health professions faculty and students. All incidents must be reported immediately to the appropriate persons.

Procedure

Clinical incidents involving a Health Professions student and/or a clinical patient:

1. The student will notify clinical instructor, health practitioner or program faculty at once.
2. The student will, supervised by a clinical instructor, health practitioner or program faculty, notify the manager/coordinator of the department/unit.
3. The student and clinical instructor, health practitioner or program faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident occurred and complete appropriate "incident report" forms.
4. The student, under the direction of the program faculty/director, or clinical staff, will complete the ECC **Exposure/Incident Report Form**.
5. Once signed by all parties, a copy will be submitted to the Dean of Health Professions.
6. Financial obligations incurred due to the incident will be the student's responsibility.
7. Reference: [Occupational Safety and Health Administration \(OSHA\) Standard Number 1910.1030](#)

Bloodborne Exposure Report Form

Working in the healthcare field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

If an exposure occurs, students should safely complete patient care and inform the clinical instructor immediately. This form will be completed in addition to any forms required by the facility and submitted to a program official.

Name: _____ HP Program: _____

Phone: _____

Exposure Incident Date: _____ Time: _____

Location of Exposure: (ie. facility & department or unit) _____

Type of Exposure: (ie. needle stick, mucous membrane, bite etc.) _____

Type of Device: (ie. manufacturer, safety device, type of needle etc.) _____

Body fluid or substance involved: _____ Body part(s) exposed: _____

Incident Details: (Explain in detail what occurred)

Personal protective equipment used: _____

Was first aid performed? YES NO (Check one)

Describe action taken & if so, by whom?

Follow-up testing and results (attach documentation)

Instructor Name: _____

Instructor Signature: _____

Comments:

Facility contact to whom incident was reported:

Student Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Submit copy of completed form to both the Program Director and Dean of Health Professions

All students are required to read and sign the Health Professions Consent and Release form before participating in any lab activities.

Professional Development

Students are expected to participate in professional development activities each semester while in the HST program. Examples of professional development activities include:

- Becoming a member of the National Society for Histotechnology (NSH); application forms are available on [NSH Website, www.nsh.org](http://www.nsh.org).
- Attending the Illinois Society for Histotechnologists (ISH) annual meeting held each year in the spring; see information at [ISH Website, www.ilhisto.org](http://www.ilhisto.org).
- Helping plan the National Histotechnology Day celebration on campus.
- Histotechnology Program recruitment activities.
- Histotechnology Student Mentoring.
- Mentoring first year students and helping with recruitment activities.
- Other opportunities made available through course faculty members.

Grading Policy

The grading scale for HST courses is as follows:

A = 92-100% B = 83-91% C = 75-82% no D's F = <75%

Students must achieve a minimum 75% in each HST course (HST 111, HST 113, HST 121, HST 123, HST 125, HST 131, HST 133) to remain in the histotechnology program. Students receiving a final grade of less than 75% in any clinical course or rotation must repeat the course/rotation the following semester/year. In addition, students must score 75% or higher on all course rotation exams to pass the clinical course. A failed course and/or rotation may be repeated only once. If a student's score on a retake for a final rotation exam exceeds the minimum passing score (>75%), the student will receive a grade of 75% for the exam without exception. Students receiving two failing grades in discipline specific courses within the HST program will be dismissed permanently.

All general education courses required in the HST AAS program (BIO 245, BIO 246, BIO 265, CHM 112, CHM 170, HPE 112, MTH 112, ENG 101, ENG 102, CMS 210, Social/Behavioral Science Elective, Humanities/Fine Arts Elective) must also be completed with minimum grades of C. VS students are required to complete BIO 256, BIO 246 HPE 112, and ENG 101 with minimum grades of C.

Every attempt will be made to assist students having academic difficulties. A health professions retention specialist is available for advice. Counseling and tutoring services are also available through the college.

Academic honesty is expected of all students. Abuse of the honesty policy may result in lowering of a grade or failure of a test and/or course. Refer to the ECC Academic Integrity Policy in the Health Professions Policy and Procedures Manual.

All requirements must be completed as indicated on the course syllabus. Failure to do so will result in a failure of the course.

ECC Incomplete Policy: All courses for which an incomplete grade (I) has been assigned must be completed by the due date assigned by the faculty member teaching the course (the instructor of record). The college recommends completion within 120 calendar days after the last day of the semester. A failing grade (F) will be recorded for courses not completed by the due date assigned. Under extreme circumstances, a student may obtain an extension if the instructor involved files a grade change form with the revised due date to the Records Office.

All grade changes must be completed within one calendar year of the course end date. (Related Administrative Procedure: 4.403 Appeal of Final Grade)

A failure in the clinical portion of a course constitutes a failure of the entire course regardless of grades attained in the theory portion of the course.

Exam Re-Takes

At the discretion of the HST faculty member, students may be allowed to re-take one failed written exam/quiz per course (final exams not included). The exam/quiz grade will be calculated as follows: If a student's score on a retake exam/quiz exceeds the minimum passing score (>75%), the student will receive a grade of 75% for the exam/quiz without exception. No practical exam re-takes or make-ups are permitted.

Course Grades

HST course grades are calculated using scores from the activities listed below. See course syllabi for grading policy specifics.

Group Projects
Practical Exams
Attendance
Research Projects
Skill Validations
Lab Worksheets
Class Participation

Written Assignments, Exams, Quizzes
Performance Evaluations
Discussion Board Postings
Performance Evaluations
Presentations
Professional development activities

Practicum Grades

Practicum grades (HST 131 and HST 133) are calculated in the following manner:

Practical Exam	50%
Final Exam	20%
Take Home Exam	10%
Discussion Board	20%

If a rotation or rotation exam must be repeated, the calculated practicum grade will be 75%.

Affective Domain Evaluations/Progress Reports/Exit Interviews

Students are expected to meet with the program director at the end of each semester to discuss affective domain evaluations and/or class scheduling. The program director or designated clinical coordinator also visits each student one time during each clinical rotation.

At the end of the program, an exit interview is scheduled between the student and the program director to gather overall feedback and suggestions for program improvement.

Academic Integrity

This information is located in the Health Professions Policies & Procedures Manual located on the HST homepage.

Dismissal Policy

This information is located in the Health Professions Policies & Procedures Manual located on the HST homepage.

Student Grievance Policy

Students who have grievances regarding the HST program should discuss them first with the faculty member or clinical instructor involved. A problem not resolved at this level should then be brought to the program director's attention. If a problem is not resolved informally at this level, the student should follow the grievance procedure outlined in the college catalog.

Complaints That Fall Out of Due Process

Complaints that fall outside due process will be referred to the college's general counsel where necessary, and records of such complaints will be kept within the department.

Withdrawal/Re-Entry Policy

Students who wish to drop out/step out of the HST program must follow the college withdrawal policy. Refer to the course schedule or college catalog for course withdrawal deadlines.

Students who would like to re-enter the HST program after a period of voluntary inactivity may do so under the following conditions:

1. No more than two semesters have passed since the student last completed an HST course.
2. Remedial work must be completed to ensure competency. Students must achieve a score of 75% or better on this remedial work to return to the program.
3. The student is in good academic standing.
4. Space is available in the HST program.

Students must submit a letter to the program director requesting consideration for re-admission. Students who are granted re-admission must meet with the program director before scheduling courses.

If a student would like to re-enter the HST program, but more than two semesters have passed since they last completed an HST course, they may be re-admitted under the following conditions:

1. The student is in good academic standing.
2. Remedial work will be completed to ensure competency. Students must achieve a score of 75% or better to return to the program.
3. Space is available in the HST program.
4. HST courses two or more years old must be repeated with grades of C or better before the student can enroll in clinical practicums.

Alternate Status Policy

The HST program has adequate clinical affiliates to place all students in clinical practicums. In the event that the number of students in the program exceeds the number of available clinical practicum spots, the alternate status policy described below would apply.

Full-Time Students

Full-time students will have priority for clinical rotation spots. Full-time students will be ranked based on their GPA in HST professional courses. Students will be assigned clinical spots based on these rankings. Students not assigned to a clinical rotation will be considered alternates.

Part-Time and Re-Entering Students

Part-time students or those re-entering the program after voluntary withdrawal will be assigned to any remaining clinical rotations based on their GPA in HST professional courses. The part-time or re-entering student with the highest HST GPA will receive the first available rotation spot and so on.

Students not assigned to a clinical rotation will be considered alternates.

Alternates

Alternates will be scheduled for rotations when space becomes available. This scheduling will be done individually by the program director, based on HST GPA. Therefore, students with the highest HST GPA will be placed first, and placement will proceed according to HST GPA in descending order.

Classroom/Clinical Experience

Policy Statement:

Elgin Community College's HST Department recognizes that students are entering a profession that places high value on the concept of life-long learning. To help students in their professional role development, they should commit to full participation in the learning environment. To achieve this, attendance in all educational activities in the classroom, clinical and laboratory settings is expected.

Classroom/Didactic Attendance

Students are expected to arrive on time, be prepared for every scheduled class, and stay for the duration. Each faculty member may have additional class attendance requirements in the course syllabus. If an absence is unavoidable, students are responsible for contacting their faculty at least 30 minutes before class starts via the preferred method (call, text, email, etc.) outlined in the course syllabus. Students are responsible for updating faculty regularly when unavoidable absences occur and for maintaining contact every few days during any necessary extended absence. Students are responsible for withdrawing from any class. If the absence resulted from injury/illness or maternity leave, students will be required to provide a return to school release from their health care provider. If the student has not attended class for two consecutive weeks (4 consecutive classes or 12.5% of course duration) without intentional, ongoing communication with faculty that includes plans to complete missed assignments, faculty may withdraw the student from the course.

Criteria for Written/Online Assignments

All written or online assignments should follow the individual faculty member's requirements in the course syllabus.

Clinical/Lab

Clinical Experience Attendance and Preparation

Attendance is required at all clinical/laboratory periods. Clinical hours are required to meet course learning outcomes. Students are expected to attend all clinical experiences including pre- and post-conferences. Students must arrive on time and come prepared. Students must notify their preceptor/clinical instructor before leaving their assigned clinical area/unit. No student is to leave their assigned clinical area without proper notification and approval.

Tardiness: Tardiness is defined as arriving after the start time of the clinical/lab. Two incidences of tardiness will be considered a clinical absence. Students must collaborate with their preceptor to make up any missed time/days. The student also must communicate this information to the program director promptly. Clinical absence due to tardiness will contribute toward course failure due to attendance.

Absence: If a student will be absent, they must contact the clinical site and the program director at least 1 hour prior to the beginning of the clinical/laboratory day they will be absent. Notification must be made via phone call or text messaging depending on clinical site/faculty preference as outlined in the course syllabus. Emailing the clinical site will not be considered acceptable notification. Failure to notify instructor according to instructor preference as outlined in the course syllabus may constitute clinical probation. All clinical absences must be made up according to course instructor requirements before course grade submission. Students who miss a second clinical day will be placed on probation. Students who miss a third clinical day will receive a course failure and must repeat the clinical rotation.

Students must pass all required health screenings and wear personal protective equipment (PPE) required by clinical sites and Elgin Community College. Clinical attendance policies apply whether clinical experiences take place at a healthcare facility, on-campus simulation lab, or in an online setting. Reasonable accommodations will be made for absences related to student illness or quarantine for COVID-19.

Patient Data in the Clinical Area

There cannot be any syncing of data on any personal electronic devices (examples but not limited to PDAs, phones, flash drives, laptop computers, etc.) when in the clinical setting. All materials needed for note taking must be handwritten. In addition, computers in the clinical setting can only be used for entering patient data. This complies with HIPAA regulations and must be adhered to at all our clinical facilities (this violation will be grounds for dismissal from the Program).

Clinical experiences and clinical simulations should be treated the same way as testing for a patient in the clinical setting. Information from these experiences may be shared with other students in an anonymous way, (for example, through the D2L discussion board).

Professional behavior is expected in class and clinical. A clinical probation or course failure will be given if a student does not comply with the ECC Honesty Policy, ECC Dress Code or the clinical affiliate's policy and procedures. Students should not perform testing on relatives or close friends. Any student who identifies that a patient is a relative or close friend should notify the instructor immediately.

HST Program Dress Code

Wearing the Elgin Community College HST Program monogram on your uniform distinguishes you as an important part of the health care team. Your image as you wear this uniform reflects the high standards of our school and should be worn with pride. The attention that you give to projecting a professional image communicates to the client the quality of work you will provide.

Uniform regulations must be observed to protect the physical and psychological well-being and safety

of your co-workers and yourself. Therefore, adherence to these regulations is required and is a part of the clinical evaluation. If you do not follow the regulations, you will be sent home.

1. The school uniform is to be worn only during a clinical/lab experience as well as to and from the clinical area and must be laundered after each clinical experience. During simulation labs in the campus lab, the uniform must be worn, or you may wear professional attire with a uniform jacket.
2. A short sleeve, gray scrub top, black scrub pants and a uniform jacket may be purchased at the ECC bookstore with the ECC logo and program embroidered on the scrub top and uniform jacket. Since your sleeves could become soiled while in the clinical setting, you are only allowed to wear short sleeve plain white tops under your uniform.
3. A picture identification (ID) badge is part of the uniform and is to be worn with it. This officially identifies you as an ECC student and allows appropriate identification to the clinical affiliates. You may obtain your ID badge at the ECC Student Life Office, B173. You are not to be at the clinical site without your uniform and ECC student ID badge, unless instructed otherwise.
4. Shoes must be white, navy, or black, made of leather or plastic (without any openings), without any ornamentation/colors, and must be kept clean. Shoes must provide for the safety and comfort of the wearer with flat heels and with a back on the shoe.
5. Hair needs to be neat and clean and not hang around the face or fall forward when providing patient care or testing samples. If hair is long, it must be pulled back. Unnatural hair colors (green, fluorescent, orange, etc.) and hairstyles (i.e. mohawks, etc.) are prohibited. Make-up in all forms, including eye make-up, must be discrete and underplayed. Nails must be well manicured and not extend beyond the end of the fingertips. If nail polish is worn, it must not be chipped and is to be clear in color.

ARTIFICIAL NAILS ARE FORBIDDEN IN ALL CLINICAL AREAS. Scented products, such as body lotion, perfume, or after-shave products are not to be used, as some patients cannot tolerate strong scents.

6. Male students may wear short, neatly trimmed beards and/or mustaches. Mustaches must not extend beyond the lip line.
7. Wearing jewelry in the clinical area is not recommended. Dangling jewelry, large rings and excessive jewelry including other items that could pose a hazard or harbor pathogens are not allowed. A plain wedding band and small stud-type earrings are allowed (no hoops or long earrings). Rings with stones may be damaged or lost and are reservoirs for pathogens. The student is responsible for any jewelry worn to the clinical area.
8. Piercing: only two small stud earrings in each ear are allowed and may not include extreme earrings (such as gauges, plugs, etc.). Gauges must be plugged with a neutral tone. Facial jewelry is not permitted (including tongue, eyebrow, lip, nose piercing jewelry, etc.). The use of a "band-aid" will not be acceptable over body piercing jewelry.
9. No gum chewing is allowed while in the clinical area. Eating and drinking is allowed only in designated areas.
10. The clinical site has the right to request that students cover up visible tattoos and remove piercings. Students with visible tattoos are responsible for asking their instructors about whether they will need to cover the tattoo for each type of clinical experience.

Health Requirements

A health/medical record and evidence of current immunizations are required before the first clinical experience. Forms may be obtained from the Health Professions office. Students must have the ability to meet the academic and clinical requirements for each course. These requirements may include having no lifting or weight-bearing restrictions and being able to stand for prolonged periods.

A student who has any change in their physical and/or psychological condition (including pregnancy and postpartum period) which requires medical attention and/or affects their physical or emotional endurance must have a permission form or a written document signed by their health care provider to start and/or continue in the Program. The student must be able to meet the academic requirements and clinical objectives to continue in the program. Permission must be renewed to return after the student has received any follow-up care and following delivery/surgery. The 'Health Release' form and 'Return to Program' form can be obtained from the Health Professions office and must be returned to the Director of the HST Program prior to any clinical experiences. For your safety/well-being, a student who is pregnant must notify the Director of the HST Program as soon as they become aware of their pregnancy and provide written documentation from their health care provider to start/ continue in the program.

Note: Students diagnosed with an infectious illness requiring quarantine must notify the HST Program Director immediately, submit a clearance note from their healthcare provider before returning to campus/lab/clinical, and follow policies required by their clinical site.

Before each Fall semester, each student will be responsible for updating their health information. You must upload a copy of your updated health information to Castle Branch. Upload your information as early as possible, since Castle Branch may take up to several weeks to approve documents.

Failure to complete all clinical/health requirements listed below by the deadline will result in the student not being allowed to participate in classroom or clinical/lab experiences. Also, if these are not kept current, students will not be allowed in classes, clinical, or lab.

- **TB test** – Yearly
- First semester/admission—3 options:
 - 2-step TB skin test (NOTE: a 1-step TB will be rejected)
 - Quantiferon-Gold TB blood test
 - Negative chest x-ray in the last 5 years (recommended only if you have had a previous positive result on a TB test)
- During the Summer semester:
 - 1-step TB skin test yearly (if you had a previous 2-step TB skin test)
 - Quantiferon-Gold TB blood test (if you had a previous Quantiferon test or TB skin test)
 - **NOTE:** if you had a positive result and chest x-ray, complete the annual student tuberculosis survey in the Health Professions Office.
- **Tdap (Tetanus, Diphtheria & Pertussis vaccine)** – 1 dose of Tdap within the last 10 years. You must upload documentation of a Tdap vaccine within the last 10 years.
- **Hepatitis B** – Strongly recommended, but still voluntary. If you choose not to have the series of injections or a titer drawn, you must sign the declination section of the personal medical history form.
- **Measles, Mumps, Rubella (MMR), and Varicella** – One-time requirement on admission: You

must have IgG titers for measles, mumps, rubella, and varicella. If you are not immune (negative) to measles, mumps, and rubella, you will need to get a two-dose MMR vaccine (4 weeks between the first and second doses). If you are not immune (negative) to varicella, you will need to get a two-dose varicella vaccine (4-8 weeks between the first and second doses).

- **Health insurance** - Initially and if/when you change insurance companies, or your insurance expires. This must have your name listed as covered under the insurance.
- **Flu Vaccine– Yearly;** October 15th is the fall deadline for all students.
- **COVID-19 Vaccine:** Upload documentation of full vaccination series (manufacturer and date(s))
- **Personal Medical History Form – On admission:** Must be filled out in its entirety and signed by your provider.
- **Drug Testing:** completed upon entry into the program and again just before clinical rotations
- **Background Check:** completed upon entry into the program and again just before clinical rotations
- **Health Professions Policy and Procedures Form**
- **HST Specific forms signed by students during the orientation.**

Transportation to Affiliating Agencies

Students must provide their own transportation to and from all clinical sites.

Simulation Experience

Simulation experiences will be integrated into classroom, lab and clinical settings. Participants should feel that the simulated experience is a safe environment that encourages active learning and reflection while supporting professional practice.

Students are expected to adhere to dress code and clinical requirements while participating in the simulation lab. Participants are expected to demonstrate professional and ethical behavior ensuring confidentiality, providing honest and clear feedback in an effective, respectful manner, and demonstrating mutual respect throughout the simulation learning experience. No food or drink is allowed in the simulation area. Personal electronic devices may only be used with the permission of the instructor or lab staff.

Probation

Histotechnology is a professional discipline in which every student should always display appropriate behavior. Those who display unsafe, irresponsible, or unprofessional behavior while in the clinical, lab, simulation, or classroom setting will be placed on probation. The student will remain on probation until course completion.

Listed below are some, but not all, of the offending infractions.

- Fails to show up for clinical as scheduled.
- Fails to contact instructor with regards to expected tardiness or absences.
- Repeatedly arrives to clinical late (2 or more per rotation).

- Displays unprofessional manner of dress and/or unkempt appearance.
- Displays disregard for patient safety.
- Fails to meet clinical objectives and obligations consistently.
- Fails to take initiative during clinical opportunities/experiences.
- Performs skills that have not been validated.
- Violates professional or ethical behavior with regards to patient confidentiality (HIPAA).
- Displays inconsistency with compliance.
- Fails to take accountability for one's actions.
- Displays inappropriate behavior or communication while at the clinical site.
- Displays insubordinate behavior to instructor(s) and/or preceptors

Clinical Affiliates

Clinical Affiliates

The following facilities are current affiliates of the HST Program:

Advocate ACL Labs

Derick Dermatology

Edward-Elmhurst Health: Edward Hospital

Edward-Elmhurst Health: Elmhurst Hospital

Glazer Dermatology

Mercyhealth Hospital and Trauma Center

Mercyhealth System

Northwestern Medicine Central DuPage Hospital

Northwestern Medicine Delnor Hospital

Northwestern Medicine Kishwaukee Hospital

Northwestern Medicine McHenry Hospital

Northwestern Medicine Woodstock Hospital

OSF-St. Anthony Medical Center

Pinnacle Dermatology

Rush Copley Memorial Hospital

Rush University Medical Center

University of Illinois Pathology Labs

University of Wisconsin (UW) Swedish American Health System

Special Note: Students are assigned to specific sites by the Education Coordinator. Trading rotations is prohibited. The Education Coordinator will not honor any requests for vacations during practicums.

Before being scheduled for HST 131 and HST 133 students must complete the following:

- Repeat TB if more than one year old
- Repeat drug tests if more than one year old (site specific)
- Repeat annual flu shot if more than one year old
- Repeat background check if more than one year old (site specific)

Practicum Supervision

Students will perform procedures under qualified supervision while completing the clinical practicums. Per NAACLS, an assigned preceptor is a qualified laboratory professional with education, training, and/or experience in the discipline being taught.

Practicum Attendance Policy

Students are expected to provide their own transportation to and from all clinical sites. Points will be deducted from the clinical rotation grade if the minimum hours are not met. Students should be aware that prospective employers generally inquire about attendance records.

HST 131 – Histotechnology Practicum I

(Tuesday/Wednesday/Thursday – 8 hours per day x 4 weeks = 96 total hours)

HST 133 – Histotechnology Practicum II

(Monday/Tuesday/Wednesday/Thursday – 8 hours per day x 4 weeks = 128 total hours)

Rotation hours are generally 7:00 am-3:00 pm. Clinical instructors may adjust these times if necessary.

If a student will be late/absent from the clinical site, the clinical instructor and program director must be notified prior to the scheduled start time. If a student is tardy (late 15 minutes) three times, they will be dismissed from the rotation. Absences other than illness must be approved by the program director/education coordinator. Prolonged illnesses (3 or more days) require written clearance from a physician before returning to the clinical rotation. Arrangements must be made with the clinical instructor to make up any missed rotation days.

Practicum Assignments

Please note, at times, the program may experience a shortage of clinical sites for various reasons. If this occurs, students may be scheduled to complete their clinical rotation(s) during the summer semester. However, this will not affect May graduation.

Service Work

Students may not be used in the clinical setting in place of paid employees. Students may be permitted to perform procedures under supervision in the clinical setting after demonstrating an appropriate level of proficiency. Laboratories with part-time positions available may hire students for evening or weekend hours. Students must be paid appropriately for this work. Though relevant work experience is highly encouraged, students are cautioned not to accept more than 20 hours of work per week while in the HST program.

Time Limitations for HST Program Completion

There is a two (2) year time limit from entry into HST 111 to completion of the HST program. Exceptions will be handled individually by the program director.

Degree Audit

All HST students must complete general education courses along with HST courses towards the Associate of Applied Science in Histotechnology Degree with a C or above to graduate. All HST VS Certificate students must complete general education courses along with HST courses with a grade of C or above to graduate. Students are strongly encouraged to run their own degree audit every semester to track their progress towards graduation. The steps to running a degree audit are:

1. Log in to AccessECC
2. Click on the Student tab
3. Under Self-Service, click on Student Academic Planning
4. Click on Program Evaluation
5. Select Program of study and click submit

Program Completion

Students are accepted into the Histotechnology program with the intention that the program will be completed in its entirety on this campus within the designated time frame. In the event of unforeseen circumstances like a natural disaster it may be impossible to carry on educational activities at this campus. Depending on the severity and scope of the situation, alternative sites will be utilized or temporary agreements implemented in order to provide for program completion on or near the original completion date. A completed plan of operation is required to be submitted to NAACLS within 30 days of the event.

Graduation Requirements

Students are encouraged to participate in the ECC sponsored graduation ceremonies which are held each year in May and December. Students must apply for graduation in order to have the AAS degree posted on their final transcript.

Certification Information

Once a student has successfully completed the HST program, they are eligible to sit for a National certification exam prior to becoming employed in a clinical laboratory.

Certification information may be obtained from the American Society of Clinical Pathology www.ascp.org. Granting the AAS degree or VS Certificate in Histotechnology is not contingent upon earning a passing score on these certification exams.

Lockers

Lockers on the 2nd floor of A building are available for HST student use. Please provide your own lock and remove it at the end of the program. After graduation, the locks will be cut off and any remaining items will be sent to lost and found or utilized in the open lab.

Affective Domain Evaluation

Student _____ Date _____ Course _____ Instructor _____

Mark the box which most closely represents your evaluation of the student's affective performance. Comments are required for any categories marked below expectations.

Attitudes & Behaviors	Meets Expectations	Below Expectations	Comments
Adaptability	Student responds to changes quickly, student is able to multitask.	Student is unable to respond to changes quickly, student is unable to multitask.	
Appearance	Student adheres to lab dress code/hygiene policy.	Student does not adhere to lab dress code/hygiene policy.	
Communication	Student demonstrates effective communication skills (written, verbal, and listening).	Student does not demonstrate effective communication skills (written, verbal, or listening).	
Confidence	Student organizes work to be completed, works independently, recognizes limitations.	Student cannot organize work to be completed, cannot work independently, does not recognize limitations.	
Cooperation	Student helps others willingly.	Student does not help others willingly.	
Dependability	Student arrives on time, begins work promptly, completes assignments in allotted time, properly uses and maintains equipment.	Student arrives late, does not begin work promptly, does not complete assignments in allotted time, does not properly use and maintain equipment.	
Initiative	Student displays enthusiasm and motivation, asks relevant questions, seeks additional information.	Student does not display enthusiasm and motivation, does not ask relevant questions, does not seek additional information.	
Integrity	Student follows instructions/course policies, pays close attention to detail, admits to errors or mistakes.	Student does not follow instructions/course policies, does not pay close attention to detail, does not admit to errors or mistakes.	
Judgment	Student makes sound decisions after considering all options, seeks help when needed.	Student cannot make sound decisions after considering all options, does not seek help when needed.	
Professionalism	Student interacts in a professional manner, maintains work quality under pressure.	Student does not interact in a professional manner, does not maintain work quality under pressure.	
Reaction to Criticism	Student accepts constructive criticism, tries to correct weaknesses.	Student does not accept constructive criticism, does not try to correct weaknesses.	
Safety	Student follows lab safety policies, leaves work area clean.	Student does not follow lab safety policies, does not leave work area clean.	

Number of days absent from this course _____

Number of assignments not completed _____

Student's initials _____ Revised 5/09

Clinical Performance Evaluation (CPE)

Student _____ Clinical Site _____
 Department _____

Expectation: By the end of the rotation, students will perform HST skills and demonstrate attitudes and behaviors at a level commensurate with successful entry into the profession (ie. meets or exceeds expectation). If two or more areas within a category are marked performance below expectation, the student will fail the rotation. If there are less than two areas marked performance below expectation, the student will be required to complete additional work on campus until the deficiency is corrected.

Instructors: Complete this evaluation during the last week of the rotation by marking the boxes that most closely describe your opinion of this student's knowledge and skills. If performance is below expectations please add comments to each identified category. The completed evaluation should be discussed with the student and signed. If problems are observed throughout the rotation the student and program director should be informed immediately.

Category	Knowledge & Skills	Exceeds Expectation: Student is able to complete task with minimal assistance from instructor, under qualified supervision Meets Expectation: Student is able to complete task with moderate assistance from instructor, under qualified supervision. Below Expectation: Student is unable to complete task or requires considerable assistance from instructor, under qualified supervision.	Exceeds	Meets	Below	Comments (Continue on back if necessary)
Comprehension	Specimen Requirements	Rejects specimens that are not acceptable for analysis				
	Test Principles	Understands principles and applies them to test methodologies				
	Diagnostic Skills	Correlates abnormal test results with disease states				
Technical	Specimen Processing	Processes specimens for analysis				
	Test Performance	Performs laboratory tests according to written procedures				
	Quality Control	Performs quality control according to written procedures				
Organization	Instrumentation	Operates lab equipment and automated instruments				
	Time Management	Prioritizes and completes assignments in allotted time				
	Work Area	Keeps work area neat and supplies stocked				
Documentation	Quality Control	Evaluates and records QC results				
	Reporting Results	Reports test results and recognizes critical values				
Problem-Solving	Recognizes Problems	Recognizes technical or instrumental problems				
	Corrective Action	Initiates corrective actions when appropriate				

Attitudes & Behaviors	<p>Exceeds Expectation Student demonstrates attitude or behavior 90-100% of the time</p> <p>Meet Expectation Student demonstrates attitude or behavior 75-89% of the time</p> <p>Below Expectation Student demonstrates attitude or behavior <75% of the time</p>	Exceeds	Meets	Below	Comments (Continue on back if necessary)
Adaptability	Responds to changes quickly				
Appearance	Adheres to lab dress code/hygiene policy				
Communication	Demonstrates effective written and oral communication skills				
Confidence	Works independently, recognizes limitations				
Cooperation	Helps others willingly, develops professional relationships				
Dependability	Arrives on time, follows instructions				
Ethics	Treats patient information and lab results confidentially				
Initiative	Displays enthusiasm and motivation, seeks additional information				
Integrity	Pays close attention to detail, admits to errors or mistakes				
Judgment	Makes sound decisions after considering all options				
Professionalism	Maintains work quality under stress, accepts constructive criticism				
Safety	Follows lab safety policies				

Number of days absent during this rotation _____

Were the missed rotation days made up? Yes / No

Would you recommend this student for employment in this department? Yes / No

Evaluator (qualified preceptor) Signature & Credentials

Date

Student Comments:

Student Signature
Revised 5.25.23 JAL

Date



Social Media Conduct Contract

In exchange for the educational opportunities provided by the clinical coursework and clinical rotations, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. I agree to uphold all HIPPA and other privacy requirements both in the classroom and during my clinical rotations. Those privacy requirements have been explained to me, and by signing this document I agree to fully comply with these requirements.

I understand that I am bound to comply with all privacy requirements not only at the clinical rotation, but also when conversing with anyone not directly involved in the patient's care, including family, friends, and peers. I will be held accountable for maintaining the privacy of any information obtained, seen, or given during the clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any clinical experience, or information regarding my experience with the clinical agency, its staff, or its clients/patients on any internet or web-based platforms (Facebook, Twitter, Emails, MySpace, Instagram, LinkedIn, and/or any others not specifically mentioned). I understand that administration periodically searches the internet for breaches of its privacy policies. I will be prohibited from returning to the clinical site if any privacy requirement in any regard is violated. Such violation may also result in a delay in completing degree requirements or in further disciplinary action against me by Elgin Community College.

By signing this document, I agree to fully comply with this social medial conduct contract and all expectations included herein.

Student (signature)

Date

Student (print name)

ECC Student ID Number

Witness (signature)

Date

HST Program Student Handbook Agreement

Elgin Community College's Histotechnology Student Handbook provides information regarding the policies and procedures in effect for the HST program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

I have received a copy of the Histotechnology Student Handbook.

I am aware that it is my responsibility to ask questions about the contents of the Histotechnology Student Handbook and have those questions answered to my satisfaction.

I understand that failure to follow any of the policies in the Histotechnology Student Handbook may result in my dismissal from the HST program.

I agree to fully participate in the lab portion of the Histotechnology program. I understand that this requires hands-on participation.

I agree that while enrolled in the Histotechnology program, I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will strive to learn the technical skills as well as develop the professional behaviors and attitudes required of a histotechnician.

Student (signature)

Date

Student (print name)

ECC Student ID Number



Statements and Releases

Student (print name) _____

Confidentiality Statement

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Histotechnology Program Director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Histotechnology Program Director.

Student (signature)

Date

Photography Release

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Histotechnology program to the affiliated clinical facilities where I will be assigned.

Student (signature)

Date

Permission to Survey Future Employer

I give permission to survey my future employer as part of the Histotechnology program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

Student (signature)

Date

Voluntary Assumption of Risk & Release of Liability

This Is a Release of Legal Rights. Read Carefully Prior to Signing.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees, and its designated agents.

As a student in Elgin Community College's Health Professions Division, I (print your name)

_____, freely choose to participate in the (print your program name)

_____ program in which I am enrolled. I agree as follows:

Risks: I understand that the clinical education environment for the Program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the Program. These risks include but are not limited to bodily injury, communicable and infectious diseases, and property damage.

Health and Safety: I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

HIPAA: I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class is cause for dismissal from the program.

Assumption of Risk and Release of Liability: Knowing the risks described above and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees, and its designated agents from all claims of any kind which I, the student, may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

Signature: I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. The laws of the State of Illinois shall govern this Voluntary Assumption of Risk and Release of Liability.

Student (signature)

Date

Student (print name)
HST Form - 2023

ECC Student ID Number

Safety Policy

Students must demonstrate competency in safety protocol during HST 111 or HST 121. Safety objectives are continually reinforced during all of the Clinical Laboratory Technology courses and clinical practicums. The following safety precautions must be followed while in the student laboratory (A-218):

1. No eating or drinking is allowed while performing laboratory procedures.
2. Fluid resistant lab coats must be worn while performing laboratory procedures.
3. Disposable gloves must be worn when handling biological specimens.
4. Lab coats/gloves are not to be worn outside of the student laboratory.
5. Eyes must be protected with safety glasses or face shields when splashing is anticipated.
6. All chemical spills must be cleaned up immediately using the spill-kit.
7. All biological spills must be cleaned up immediately with Cavicide or bleach.
8. Any accidents (broken glassware, puncture wounds, etc) must be reported to the instructor immediately and follow-up action initiated as directed (Refer to the Bloodborne Pathogen Exposure Policy in the Health Professions Policies & Procedures Manual for this information).

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

Signature

Date

ECC Student ID Number

Witness (signature)

Date