



**Drexel University College of Medicine
Master of Science in Histotechnology**

**Policies and Procedures Handbook
2018 - 2019**

**Chris Mignogna, M.P.H., HTL(ASCP)
Program Director**

**Tina L. Rader, M.H.S., PA (ASCP)^{CM}
Program Co-Director**

**Cheryl A. Hanau, M.D
Medical Director**

MISSION STATEMENT

The mission of the Master of Science in Histotechnology Program is to prepare and develop individuals for the professional practice of histotechnology in a continually evolving health care environment. The program aims to develop graduate students, who through their professional practice will recognize and respect the dignity of their patients and their responsibilities to the family and community at large. As such, they will be stewards of the profession and will educate the community and future generations of health care providers of the art and science of practicing in the field of histotechnology.

PHILOSOPHY STATEMENT

The Master of Histotechnology Program asserts that there is an inherent dignity in tissue specimens that represents a unique human being, and that the utmost care and skill will be executed by our profession in transmitting the information contained within to pathologists, surgeons and other health care providers.

The Master of Histotechnology Program ensures a level of professional training, both academic and clinical, to ensure that our graduates are stewards of our profession and will go forth from this program to: provide exceptional care, leadership for the profession, and to educate future generations of health care providers in the art and science of Histotechnology.

CURRICULAR OBJECTIVES

The curricular objectives of the Histotechnology Program (MHP) are to produce a graduate who will abide by the code of ethics put forth by the National Society For Histotechnology¹ :

1. To conduct their professional life with dignity and integrity.
2. Place the welfare of the patient above all else, with the full realization of personal responsibility for the patient's best interest.
3. Keep inviolate the trust placed in them by patient, physician and professional investigator (veterinarian, scientist, etc.) treating as confidential all information obtained.
4. To conduct all work with integrity, objectivity, and responsibility when engaged in the practice of histotechnology applied to non-clinical research.

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<http://www.nsh.org/organizations.php3?action=printContentItem&orgid=111&TypeID=1166&itemID=147>
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PROFESSIONAL RESPONSIBILITIES OF HISTOTECHNOLOGISTS

At the direction and under the supervision of a Pathologist(s), a Histotechnologist may perform the following tasks and assume the responsibility for duties including the following:

- I. Processing
 - A. Assuring appropriate specimen accessioning.
 - B. Confirming all specimens received from gross are accurately accounted for.
 - C. Properly selects the correct processing cycle taking into account adequate fixation and tissue type.
 - D. Changing fluids on processors to ensure adequate processing in the most cost effective manner.
- II. Embedding
 - A. Account for and document number of tissue pieces in each cassette
 - B. Orient and embed tissue according to direction of attending pathologist or pathologist's assistant or in accordance to tissue type.
 - C. Maintain paraffin pots, dispensers and embedding machines for cleanliness and temperature.
- III Microtomy
 - A. Selecting the correct micron setting for specific tissue types and stains to be performed.
 - B. Organizing cutting stations so that slides and blocks are maintained in an orderly manner to prevent mismatch blocks and slides.
 - C. Ensure proper cutting technique to prevent artifacts that could make rendering diagnosis difficult.
 - D. Properly clean water bath to ensure there is no cross contamination of specimens.
- IV Hematoxylin and Eosin (H&E) Staining
 - A. Ensure proper slide drying to eliminate artifacts
 - B. Set appropriate staining times for H&E staining



- C. Change stainer at appropriate intervals.
 - D. Select appropriate tissue for H&E Quality Control (QC)
 - E. QC H&E stain daily
- V Special Stains
- A. Prepare staining solutions in accordance with laboratory procedures
 - B. Select appropriate control tissue and perform special stains according to procedure
 - C. QC special stains
- VI Additional Studies
- A. Conferring with the attending pathologist(s) to identify any special techniques and procedures to be utilized in the completion of the diagnosis, (e.g. cultures; smears; histochemical, immunofluorescence, toxicological, viral, or electron microscopy studies etc.), and notifying all personnel directly involved.
 - B. Gather or produce the materials needed to perform these additional studies
 - C. Package appropriately for delivery to the performing laboratory
- VII Lab management
- A. Performing such administrative, budgetary, supervisory, teaching, and other duties as may be assigned.
 - B. Performing duties relating to the administrative maintenance of surgical pathology protocols, procedures and policies.
 - C. Maintains slides and blocks for appropriate length of time.
 - D. Assuring the proper maintenance of equipment, the provision of adequate supplies, and the cleanliness of the all areas of surgical pathology laboratory

CAREER LADDER

The duties and responsibilities of the histotechnologist demand that the position be filled by an individual of high integrity, motivation and ability. They should have supervisory skills and be capable of independent action involving a high degree of responsibility. Through education and experience, each histotechnologist should have the ability to recognize tissue types and disease states in order to decide which fixation, or processing is appropriate for a particular specimen. The understanding of disease states and tissue types is essential to understand the principles involved in special stains, immunohistochemistry and immunofluorescence. Such interpretation is an integral part of their training and is one of the major factors involved in the professionalism of this career.



As a result of the academic and clinical training, administrative responsibilities and professional role of the histotechnologist in the laboratory, they are often asked to assume positions of leadership including, but not limited to, supervision of the technical and non-technical areas of the laboratory, administrative management of the Anatomic Pathology section of the laboratory, and administrative management of the overall Pathology laboratory.

TRAINING PROGRAM-EDUCATIONAL FACILITIES

Facilities

The medical college is a living laboratory, giving students hands-on experience. Along with clinical rotations in hospitals, histotechnologist students benefit from the physical plant, which has some of the latest, most advanced facilities in health care. The New College Building at the Center City Hahnemann campus is designed for the purpose of teaching basic sciences and clinical skills. The College of Medicine provides wireless Internet access to curricular resources from anywhere on campus. Computers, multimedia technology, and the Internet have opened impressive avenues of education, allowing students to augment the information and skills they learn from classes, print materials, and clinical rotations.

College of Medicine faculty members have been leaders in developing interactive computer-based learning tools. Lecture handouts, slides, lab manuals, and other visual materials are increasingly made available to students in searchable electronic formats. For example, pathology slides are currently available on the Web. In addition, all medical school lectures, including Pathology, are available on the Web for the histotechnology students to view anywhere and at anytime.

Some of the College's key facilities and their features include:

- **Lecture Halls**
 - The New College Building at the Center City Hahnemann campus is designed for the purpose of teaching basic sciences and clinical skills. The lecture halls are designed to accommodate a variety of educational methodologies, spanning from the basic lecture format to the enriched laboratory setting where courses such as Anatomy, Microbiology, Histology, Histotechnology I and Advanced Histotechnology can be taught to the Histotechnology students.
- **Multidisciplinary Laboratory**
 - Forty-two tables with microscopes for teaching neuroanatomy, microbiology, and pathology are available.
 - Microscopes are equipped with a networked video system so that all students in a class can look at a single slide through a microscope via monitors on their lab tables or projected to the entire class.
 - Students can retrieve microscopic images via laserdisc or computer.
- **Libraries**
 - Drexel University has four libraries to serve the needs of students, faculty and staff. The collection of each library emphasizes subjects relevant to the health sciences, with print resources distributed to meet the needs of the programs and departments at each location.



- With a bar-coded University identification card, materials can be borrowed from the general book collections at each library for a four-week period. Reserve materials may be borrowed for 2 or 3 hours, with some items available for overnight loan after 4 p.m. and on weekends. Reference books and journals must be used in the libraries.
 - Books, journal titles, and other library materials may be identified through the Libraries' online catalog. A free document delivery service provides access to books and journal articles owned by our libraries, but not at the library user's home location. Through cooperative agreements with other libraries locally, across the country, and worldwide the interlibrary loan service, for a small fee, provides access to books and journals not owned by the University.
 - Computers in the reference areas of each library, and the Microcomputer Centers, provide access to the Libraries' online catalog; to databases (indexes) including MEDLINE, CINAHL, and PsycINFO; to more than 2000 full-text electronic journals, and to online reference resources such as MD Consult, Harrison's Online, and Encyclopaedia Britannica. Full Internet access is provided for reference and research purposes.
 - All online resources (databases, electronic journals, etc.) are available to students, staff and faculty who are registered Library users, and can be accessed remotely (from home or other off-campus locations). In addition to Internet access, computers in the
 - Microcomputer Centers also provide a broad range of software including word processing, spreadsheet, communications, graphics, and statistics. Computer-assisted instruction and tutorials are available for many curricula-related topics. A plotter and scanner are also available at some locations.
 - The Library staff is dedicated to providing assistance to students and other library users through on-the-spot reference help, mediated literature searches, and instructional sessions. Guides are available online to help with the use of Library services and resources.
- **Computer Center**
 - The computer center at the College of Medicine features state-of-the-art equipment, allowing histotechnology students to utilize the University's electronic resources.
 - Students have access to many online resources such as MedLine, PubMed, and MDConsult.
 - Students can check their e-mail and review pathology lectures and slides on the Web.
 - Full texts of many books and journals are available online.
- **Video conferencing**
 - Drexel University College of Medicine has made extensive use of video conferencing. It has students on campuses in two different parts of the city and large classes taking a standard curriculum. To serve this clientele, the university has set up video-conferenced classrooms in Center City and Queen Lane with split screen to allow for speakers – presenting instructors or questioning students – in both locations.

- **Web-based instruction**
 - Use of the web for instruction can range from a supplement to classroom instruction to teaching a whole course remotely.
 - To facilitate web-based instruction, Drexel University has standardized on and IRT has licensed a leading course management product, **WebCT**. The Medical Ethics and Medical Microbiology I course for the Histotechnology students are on-line courses facilitated by the use of **WebCT**.
 - The core functionality of this package supports:
 - Development and use on both Windows and Macintosh platforms
 - Testing and grading in a wide variety of formats (true-false, multiple choice, short answer, essay)
 - Self-assessment tools for students
 - Built-in course mail, threaded discussion and chat
 - Course planning, management, revision
 - Faculty-to-student and student-to-student communication, both synchronous and asynchronous
 - Student access to his/her own grades
 - Many instructors post their syllabi on the web, distribute supplementary readings via the web, and set up electronic discussion lists for their students. Having students submit assignments electronically is common practice.

TRAINING PROGRAM-CLINICAL FACILITIES

The program is a cooperative educational endeavor involving Drexel University College of Medicine, Hahnemann University Hospital, The Hospital of the University of Pennsylvania, Albert Einstein Medical Center (Philadelphia) and Abington Memorial Hospital. The program does not accept any more students that can be comfortably placed at these sites. In the event that any of the clinical sites opts not to participate in the program, all students will be allowed to complete their clinical training as stated in the affiliation agreements.

The program is a one year Master's level program consisting of didactic and clinical training. The program begins in August and ends in August of the following year. When not attending formal courses or detailed to specific instructors, students may be assigned to the Pathology Department of Hahnemann University Hospital for practical training. Upon successful completion of the program, the trainee will be awarded a Master of Science degree by Drexel University and a certificate of completion of the clinical portion of their training by the Drexel University College of Medicine.



ADMISSION REQUIREMENTS

Students will be selected on the basis of adequate educational background and medical experience. A Bachelor's Degree in the Biological, Allied Health or other science related field, with a cumulative GPA of at least 2.75 is the minimum requirement. Pre requisite course work will include mathematics, English composition, general chemistry, organic and/or biochemistry and biological sciences. Anatomy, Histology, Physiology and Microbiology are recommended but not mandatory for acceptance into the program.

All candidates will be required to have a formal interview with the Selection Committee prior to final acceptance. Deadline for submission of the application is the 2nd Friday in June of the year in which the students plan to enroll. The applicants will be notified of the Committee's decision on a rolling basis.

Candidates for admission must provide the following credentials:

1. Completed application form with appropriate fee
2. Transcript of college academic record
3. Graduate Record Examination (GRE) scores
4. Three letters of recommendation
5. Self-Assessment Essays:
 - A. Discuss personal goals, conditions, or career aspirations that motivate you to pursue graduate study at Drexel University.
 - B. What are your most important accomplishments?
 - C. What do you expect to achieve through this program?

For further information, contact:

Safia Dias, BS
Academic Administrator
Drexel University College of Medicine
245 N. 15th Street Mail Stop 344
Philadelphia, PA 19102-1192
215.762.4283
SHD42@drexel/edu

MHP ADMINISTRATION

Program Director Chris Mignogna, MPH, HTL(ASCP)^{CM}

The primary responsibility of the Program Director is to supervise the Master of Science in Histotechnology Program (MHP) operations, specifically to oversee: program development and evaluation; establishment of policies, goals and objectives; creation of an annual budget; development of procedures for student recruitment and retention; oversee student affairs (including evaluation/review, timely academic progress); faculty assignment; selection and coordination of clinical rotation sites; and supervision of operations and staff. The Program Director works closely with the Co-Director and Medical Director to ensure continuous monitoring of the overall effectiveness of the program, to ensure appropriate medical and education training, to identify timely and relevant courses and the appropriate faculty, and to assist with the identification and evaluation of the clinical practicum sites. The Program Director reports to the Senior Associate Dean.



Program Co-Director Tina L. Rader, M.H.S., PA (ASCP)^{CM}

The primary responsibility of the Program Co-Director is to assist the Program Director with the supervision of the Master of Science in Histotechnology Program (MHP) operations, specifically to assist with the oversight of: program development and evaluation; establishment of policies, goals and objectives; creation of an annual budget; development of procedures for student recruitment and retention; oversee student affairs (including evaluation/review, timely academic progress); faculty assignment; selection and coordination of clinical rotation sites; and supervision of operations and staff. The Program Co-Director works closely with the Program Director and Medical Director to ensure continuous monitoring of the overall effectiveness of the program, to ensure appropriate medical and education training, to identify timely and relevant courses and the appropriate faculty, and to assist with the identification and evaluation of the clinical practicum sites. The Program Co-Director reports to the Program Director and Senior Associate Dean.

Medical Director Cheryl Hanau, MD

The primary responsibility of the Medical Director is to provide continuous medical direction for clinical instruction. The Medical Director shall actively elicit the understanding and support of practicing physicians and shall participate in the clinical instruction of pathology within the program. The Medical Director works closely with the Program Director and Co-Director to ensure continuous monitoring of the overall effectiveness of the program, to ensure appropriate medical and education training, to identify timely and relevant courses and the appropriate faculty, and to assist with the identification and evaluation of the clinical practicum sites.

Academic Administrator: Safia Dias, BS

The responsibilities of the Program Coordinator include recruitment and retention of students, curriculum development, manage student applications, communicate with applicants, handling of contracts and payments/honoraria for lectures, setting up class schedules, manage student registration, notifying and reminding lecturers of their teaching schedules, booking rooms for MHP classes, coordinate examination preparation with course director, submit student grades, and oversees student records and enrollment.

MHP FACULTY

Tim Baradet, Ph.D.
Adjunct Instructor Immunohistochemistry
Drexel University College of Medicine

Judy R. Churchill, Ph.D.
Assistant Professor
Drexel University College of Medicine

Richard Gonzalez, Ph.D.
Assistant Professor
Drexel University College of Medicine

Chava Hurley, Ph.D.
Assistant Professor
Drexel University College of Medicine

Monica Jost, Ph.D.
Assistant Professor
Drexel University College of Medicine



Jamel Long
Adjunct Instructor
Drexel University College of Medicine

Michele M. Mathes, J.D.
Adjunct Instructor
Drexel University College of Medicine

Chris Mignogna, M.P.H., HTL(ASCP)
Program Director
Drexel University College of Medicine

Bob Munger
Staff Histotechnologist
Hahnemann University Hospital
Adjunct Instructor Drexel University College of Medicine

Tina Rader, MHS, MT(ASCP), PA(ASCP)
Program Co-Director
Assistant Professor
Drexel University College of Medicine

MHP ADVISORY COMMITTEE

MHP Advisory Committee Chris Mignogna, Chairperson

This committee composed of the Program Director and Co-Director, Medical Director, Program Coordinator, representative faculty, representative clinical site mentors and representatives of the Pathology community-at-large, is the only permanent standing MHP committee. It meets as needed to discuss the operation of the MHP program and propose and pass guidelines applicable to the program. Areas of responsibility include, but are not limited to: content and sequence of the curriculum; grading criteria; faculty and student responsibilities to the program; training program outcomes; and the relationship of the MHP program to other academic programs and administrative units of the university.

TUITION AND FEES

MHP (3 semesters - total)

Tuition \$6627 per semester

Fees 329 determined

The tuition for the 2018-2019 academic year is \$20,210. The tuition and fees are subject to annual updating. Please see <http://drexel.edu/drexelcentral/billing/billing/tuition/> for admission year tuition rate. Withdrawal and refund policies are posted on the Drexel University web site at <http://www.drexel.edu/src/> and <http://www.drexel.edu/bursar/tuition.html>.



FINANCIAL AID & COLLEGE WORK STUDY

Drexel University awards funds to students from numerous loan, scholarship and grant programs, including Federal Work-Study. Funds are awarded to students based on financial need. Some funds identified as scholarship funds are awarded to students based on financial need and academic merit.

All students must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for any financial aid from the University. A student will be considered for financial aid by completing these forms. The deadline date for submitting these forms is May 1 prior to the academic year for which the funds are needed. The most efficient way to file the FAFSA is via the Internet at <http://www.fasfa.ed.gov>.

For information on financial aid, visit http://www.drexel.edu/financialaid/com_students.asp or call the Student Administrative Services (SAS) Center at 215-762-7602

For information on College Work Study (CWS), visit http://www.drexel.edu/financialaid/work_study.asp or call the SAS Center at 215-762-7602

The Student Administrative Service (SAS) Center is located on the first floor of the New College Building (Center City Campus), suite 1142. The office hours are 8:00 a.m.–5:00 p.m.

STUDENT SAFETY

The Drexel University Department of Safety and Health maintains and provides to the students a variety of safety educational materials and manuals which are available on-line on their website at <http://www.drexelsafetyandhealth.com>. All students are required to complete OSHA training upon entrance into the program. Students will also be required to obtain criminal background checks prior to starting their clinical practicum rotations.

HEALTH CARE

Students are responsible for providing their own health care insurance while enrolled in the program. Students must have a physical, background check including drug test, tuberculosis test and chest X-ray upon acceptance into the program. Students must provide immunization records, including Rubella, measles, mumps, chicken pox, and Hepatitis B, upon acceptance into the program. Immunizations that are incomplete or have never been received must be obtained by the student prior to starting the program. Routine and emergency medical services are available to the students through the Hahnemann University Hospital or the Student Health Service of Drexel University. During the student's clinical practicum, emergency medical services are available through the facility's employee health services or emergency room.

STUDENT COUNSELING

Student counseling regarding the program's policies and practices is available through the administrative staff of the MHP program. Students should contact the program coordinator to arrange for a meeting with one of the staff. Students seeking professional and career counseling should contact the program co-directors or their designee. All counseling and any resulting documentation will be performed in an impartial and confidential manner.



STUDENT ACADEMIC RESOURCES

The following services are available for all Drexel students at The Center for Academic Success (CAS):

- Free comprehensive academic support services
- Tutoring for all courses, basic computer skills, and English as a second language
- Study skill assistance in the form of personal consultations with study skill advisors
- Workshops, printed materials, educational videos and software
- Audio-visual aids, textbooks, and models
- Computer-assisted instruction and reference texts
- Study rooms
- Peer mentors
- America Reads/Counts

For more information please contact Dawn Swinson at 215.762.8121.

OFFICE OF DISABILITY SERVICES

In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and applicable federal and state laws, Drexel University ensures students with disabilities will have an equal opportunity to participate in its programs and activities. Students who have a disability need to register with the Office of Disability Services (“ODS”), if requesting auxiliary aids, accommodations, and services to participate in Drexel University’s programs. All requests for reasonable and appropriate auxiliary aids and services will be considered on a case-by-case basis.

The ODS facilitates disability services for all colleges and campuses, including our Drexel E-learning participants. Auxiliary aids, academic adjustments, and services are modifications to the physical, learning,

and/or living environments provided by Drexel University. Accommodations/modifications facilitated and provided by the ODS are based on:

- Whether an individual has a disability
- Whether the impact and severity of the condition provides a substantial limitation to the participation in the Drexel environment
- Documentation from an appropriate professional evaluator, which includes the functional limitations presented by the condition
- The person with a disability’s written request, and
- The reasonableness and appropriateness of the modification at Drexel University.

Reasonable auxiliary aids, academic adjustments, and services are those modifications that do not require a substantial change to the essential elements of a program and one that does not provide an undue burden on the University. If a person with a disability poses a direct threat to the safety of themselves or others, accommodations will not be provided by the University. For additional information about the accommodation/modification process, go to www.drexel.edu/ods.



The ODS has Been Identified by Drexel University as the Office Responsible for:

- Collecting and securing medical information and documentation.
- Determining if a physical or mental condition is a disability.
- Determining if a student is eligible for auxiliary aids, academic adjustments, and services.
- When a person is eligible, approving recommendations for modifications at Drexel University.

How do Students Register for the Receipt of Reasonable Accommodations:

- Plan ahead for accommodation/modification needs by completing the registration process with the ODS well in advance of the beginning of each term/period of study.
- Meet with the staff of the ODS. Appointments are often necessary.
- Complete the Intake and other registration forms.
- Submit documentation for each disability in which modifications are being sought. The ODS has the right to request additional documentation from the student or professional evaluator, if the information presented is not complete.
- Request auxiliary aids, academic adjustments, and services.
- Participate in the interactive process with the staff of the ODS.
- Obtain an Accommodation Verification Letter (AVL) from the ODS each term.
- Share the AVL with professors, or campus members the accommodations/modifications are being requested from, in advance of it being needed.
- Contact the ODS if there are any questions or concerns about the receipt of accommodations/modifications.
- Direct questions regarding accommodations in a student employment setting to the ODS.
- Review the ODS policies and procedures with ODS staff members or via our website, www.drexel.edu/ods.

Confidentiality

Student records in the ODS are confidential information and will be released with the student's written permission, unless otherwise permitted by law. Consent to release forms are available as needed, i.e. for campus members, parents or guardians, and professional evaluators. Students are encouraged to share their AVL in a confidential manner. Rather than sharing the AVL before or after class, students are encouraged to share their AVL with professors during office hours or by appointment with the professor or campus member.

Contact Information for the Office of Disability Services

The ODS is located at 3201 Arch Street, Suite 210 and can be contacted at 215.895.1401(V), 215.895.2299 (TTY), or 215.895.1402 (Fax). For additional information, students can also access the ODS website at www.drexel.edu/ods.

BANNER WEB FOR STUDENTS

In order to access Banner Web, you must have a Drexel e-mail account. If you have not picked up your account, please go to <http://www.drexel.edu/irt/> to obtain your account. Your Drexel e-mail account is the official method that our University uses to communicate with you. Important information about registration, course offerings, programs, and services are sent solely to your Drexel e-mail account. If you have another e-mail account (i.e. Hotmail, Yahoo, AOL, etc.) that you prefer to use, you must still pick up your Drexel e-mail account and then redirect all of your mail on the Drexel account to your preferred account. Of course, if you would like to use your Drexel e-mail as your primary e-mail, you can access this via the web at <http://www.drexelmed.edu/About/tabid/85/Default.aspx>



Without the Drexel account, you will not be able to access Banner Web, which means you will not be able to register, access your grades, financial information, and other student data pertaining to your academic career at Drexel University.

Registration takes place on announced dates prior to the start of each semester. The MHP Academic Administrator will register all MHP students in the appropriate classes.

SHUTTLE SERVICE

The University provides a free shuttle service between the Center City Hahnemann Campus and the Queen Lane Medical Campus. The shuttle travels in a continuous loop with a travel time of approximately 22 minutes between the two campuses. From the Center City Campus, the bus stop is at the corner of 15th Street and Race Street, in front of the Book Store. The shuttle is available Monday through Friday only.

There is also shuttle service between the Center City Campus and the University City Campus in West Philadelphia - the Dragon Route. The shuttle may be boarded at 15th and Race Street, in front of the Book Store, in center city. The bus stop at the University City Campus is at 33rd & Market Streets

For a complete schedule, visit http://www.drexel.edu/facilities/shuttle_frame.htm

This service is for faculty, staff and students only. A University ID badge is required to board the shuttle.

COURSE PRESENTATIONS

The purpose of the Master of Science in Histotechnology Program (MHP) is to present a graduate education program to students who are interested in pursuing a role in Laboratory Medicine. In this program, most courses are taught in the traditional lecture-discussion and/or laboratory format with the practicum portion offered via the clinical practicum model.

STUDENT CONDUCT

A listing of the University policies, rules, and regulations that prescribe the standards of conduct the University requires of students and other members of the University community can be found at http://drexel.edu/studentaffairs/community_standards/studentHandbook/. You are required to become familiar with these policies and must comply with them. Violations of any of these policies will be handled in accordance with the appropriate University procedure. All references to University property include property owned or leased by Tenet-owned hospitals.

ACADEMIC INTEGRITY

A listing of the University policies, rules, and regulations regarding academic integrity that the University requires of students and other members of the University community can be found at http://www.drexel.edu/provost/policies/academic_dishonesty.asp

HONOR CODE

All students are expected to subscribe to the Academic Honesty Policy, a copy of which can be found at http://www.drexel.edu/provost/policies/academic_dishonesty.asp. Any student found guilty of violating the Academic Honesty Policy is subject to dismissal from the program.



CLASSROOM DEMEANOR

There is no dress code in the MHP program, however students are asked to use their own sensibilities, especially when attending classes. During the clinical aspects of the program, students are expected to dress according to the institutional/departmental guidelines. Although there is no mandatory attendance policy, students are strongly encouraged to attend all classes and meetings. Food and drinks are not allowed inside the classroom.

CONFIDENTIALITY

All students are expected to respect the confidentiality of the patient and the patient's protected health information at all times according to the standards outlined by HIPAA and the institutions listed herein. All students will be required to complete HIPAA training upon entrance into the program.

STUDENT REPRESENTATIVES

Each class will select a representative who will interact with the MHP program administration. The class representative is responsible for speaking on behalf of the class and presenting their concerns, requests, suggestions, etc. to the MHP program administration. There are one or more MHP representatives to the Graduate Student Association. This may or may not be the same person as the class representative.

OUTSIDE EMPLOYMENT

Due to the academic and clinical rigors of the MHP program, it is strongly recommended that the students not commit to any significant outside employment that would in any way interfere with their academic and clinical requirements and prevent the student from making the usual progress through the graduate curriculum. The students will not be paid for any of the clinical activities considered part of the academic curriculum. Arrangements for outside employment with any of the approved clinical sites must be outside of the required academic curriculum hours and must be approved by the Program Co-Directors. Under no circumstances should the employment of the student at any of the clinical sites be entered into or approved as a temporary or permanent replacement of any of the regular staff of said clinical site. Employment of the students at clinical sites outside the program or in departments of approved clinical sites not normally considered part of the academic curriculum is solely at the discretion of the student and the clinical site, with the program administration or Drexel University not being held accountable for services rendered therein.

STUDENT PERFORMANCE EVALUATION SYSTEM

Student achievement and progress in their coursework are evaluated by a series of written exams. Most written examinations are objective in nature and the examination items are multiple-choice in form. Of these, there are two basic item formats: one-best answer and matching. One-best answer items involve a question or incomplete statement followed by a number of distractors, only one of which is correct. A matching set includes a list of words or phrases (distractors) followed by numbered items to be matched.



There will also be test question requiring short answers, fill in the blanks, and true/false questions as well as test questions which will require the student to show their calculations. K-type questions are not used in MHP examinations. For some of the courses, the students will be notified by the MHP office or the course coordinator of the times of the exams. For other courses, the student must notify the MHP office of their intention to take the examination at least 48 hours in advance. One and one-half (1.5) minutes per test item is the standard for ALL examinations.

The exams are graded by, or under the supervision of, the course director. Following grading, students may review the examination in the MHP office upon request. Requests to review the examination must be made by the student within one week of receipt of the test scores for that examination.

Examination Item Appeals

It is recognized that, on occasion, an error may occur regarding test items. In some cases, a student may have made a unique interpretation of a question or read some unassigned material with different information. Appeals can be made in these circumstances.

Appeals for reconsideration of any test questions must be made within one week following student review of the test. These appeals must be made directly to the Course Director. The Course Director (with input from the faculty member, if not the Course Director, who is responsible for the question) will make the final decision within two weeks of the date of the appeal. The decision of the Course Director is final.

Program Grading Policy (course grading may be different)

The final grade is a letter grade with suffixes based on the following scale:

Range (%)	Letter Grade	Grade Points
90-100	A	4.0
87-89	A-	3.7
84-86	B+	3.3
80-83	B	3.0
77-79	B-	2.7
74-76	C+	2.3
70-73	C	2.0
Below 70	F	0.0

STUDENT ROLE IN EVALUATION OF MHP

Student participation in MHP curriculum and organization issues is valued and welcome. There are several avenues of participation

- Completion of evaluation forms at the end of each course.
- Completion of evaluation forms at the end of each clinical site rotation
- Completion of evaluation forms at the completion of the program
- Class representative, individual, small group, or class meetings with the Co-Directors or their designate.



PROGRAM REQUIREMENTS

GPA Requirements

All students are required to maintain a minimum GPA of 3.0 in every semester. Matriculated students whose semester GPA falls below 3.0 will receive a warning. Matriculated students whose cumulative GPA falls below 3.0 for any semester will be placed on academic probation. Matriculated students with a cumulative GPA of less than 3.0 for two consecutive semesters are subject to dismissal.

Clinical Practicum Progression

Students must achieve a 3.0 GPA in order to enter into the clinical practicum portion of the program.

Requirements For Graduation

Only fully matriculated students can graduate from MHP. Students must successfully complete a minimum of 47 credit hours for graduation. A minimum grade point average of 3.0 is required for graduation. No thesis is required in the Master of Science in Histotechnology Program.

During the clinical practicum students are expected to put in a regular workweek as defined by the practicum site facility. Examinations and evaluations will be used to determine student performance during the clinical practicum. Satisfactory performance, including a GPA of 3.0 or better, in each of the segments of the clinical practicum is necessary for continued matriculation and graduation.

Sanctions and Appeal Procedures

The Drexel University College of Medicine sanctions and appeal procedures can be found at:

<http://www.drexel.edu/provost/policies/#D>

http://drexel.edu/studentaffairs/community_standards/students/appeals/

http://drexel.edu/studentaffairs/community_standards/studentHandbook/general_information/sanctions/

Commencement Exercises

Students must complete all of the academic and clinical requirements of the MHP program in order to be eligible for graduation. Upon successful completion of the didactic and clinical requirements of the MHP program, each student will be awarded a Master of Science degree from Drexel University and a certificate of completion of the clinical practicum from the Drexel University College of Medicine. The granting of this degree and certificate is **not** contingent upon the passing of any external examination.



THE MASTER OF SCIENCE IN HISTOTECHNOLOGY CURRICULUM

Successful completion of the Master of Science in Histotechnology Program will require two (2) semesters of coursework plus a one (1) semester clinical practicum at several of the approved clinical sites

MHP Course Offerings

Fall Semester

1. **MFSP 552 Structure of the Human Body**
This course is designed to provide students with a solid basis in human anatomy. The structural basis of the body's organ systems are examined and discussed – from the cellular to the tissue to the gross level. This course is closely coordinated with MFSP-551S (Human Function), enabling students who simultaneously matriculate into both to enjoy an integrated presentation of the structure and function of the human body. Anatomic complexes and key structural details of relevance to forensic science are discussed. (Lecture, 3 credit hours) **Course Director: Dr. Richard Gonzalez**
2. **MFSP 553 Human Structure Lab**
The Human Structure lab enables students taking MFSP-522S (Structure of the Human Body) to examine human anatomical specimens including gross anatomical dissections and microscopic images. Structures of particular importance to the forensic professional are emphasized. (Laboratory, 1 credit hour) **Course Director, Dr. Richard Gonzalez**
3. **MLAS 545 Histology**-This course covers the relationship between structure and function of human tissues. The course also integrates histology and cell biology to provide students with a good foundation for anatomy, physiology, and pathology. (Lecture/Laboratory, 3 credit hours) **Course Director: Dr. Judy Churchill**
4. **MSPA 520 Medical Terminology**-This course provides the student the opportunity to study the etymology of medical terms with emphasis on word analysis, construction and evolution. (Lecture, 3 credit hours) **Course Director: Ms. Tina Rader**
5. **MSPA 540 Histotechnology I**-This course provides an overview of basic histology and histochemistry techniques. (Lecture/Laboratory, 3 credit hours) **Course Director: Mr. Bob Munger**
6. **MSPA 590 Leadership Skills for the Medical Profession**-This course is an in-depth analysis of leadership skills necessary for achieving administrative success in the health care environment. Selected topics include: leadership skills, educational methodologies, communication skills, time-management skills, team-building, motivation, delegation, conflict resolution, and stress management. (Lecture, 3 credit hours) **Course Director: Mr. Jamel Long**

Spring Semester

1. **IHS 514 Molecular Biology and Biochemistry of the Cell**
Modern cell biology combines genetics, biochemistry, and molecular biology with traditional morphological descriptions to study how cells function at the molecular level. This course will introduce students to the dynamic relationships between the structure of cellular organelles and the numerous biochemical reactions that are necessary for cell growth, development, communication, motility, and survival with an emphasis on eukaryotic cells. (Lecture, 3 credit hours) **Course Directors: Dr. Chava Hurley, Dr. Monika Jost**
2. **MFSP 551 Human Function**
This course is designed to provide students with an understanding of the functions and processes required to maintain the stable internal environment required for normal cell function. Several key themes will be examined throughout the course, including homeostasis and various feedback mechanisms. Each organ system of the body is examined from a physiological standpoint, building upon concepts illustrating how these systems are functionally integrated. This course is closely coordinated with MFSP-552S (Structure of the Human Body), to facilitate an understanding of physiology as it relates to human anatomy. (Lecture, 3 credit hours) **Course Director: Dr. Chava Hurley**
3. **MHPP 500 Advanced Histotechnology** - This course provides in depth study of routine and advanced techniques associated with the histology laboratory (Lecture/Laboratory, 4 credit hours) **Course Director: Mr. Chris Mignogna**
4. **MHPP 502 Capstone Project** - This course will give students the opportunity to integrate the theory and practical experiences from the previous semesters. Students will investigate a new technology technique or current issue involving histotechnology and apply the knowledge and skills developed in courses and the practicum to produce a paper or technical project that supports their position. This course is the culmination of the programs; courses and practicum and will be considered the official written comprehensive examination. (Lecture 3 credit hours) **Course Director: Mr. Chris Mignogna**
5. **MSPA 580 Medical Microbiology I** - This course presents the basic biology of and the clinical manifestations caused by the major human pathogens. (Lecture/Laboratory, 4 credit hours) **Course Director: Dr. Judy Churchill**

Summer Semester

1. **MSPA 510 Laboratory Management** - This course provides an overview of the organization and function of a Pathology department, including personnel and financial management, computerization, safety, organizational compliance and quality assurance. (Lecture, 2 credit hours) **Course Director: Ms. Tina Rader**
2. **MSPA 560 Medical Ethics** - This course is a focused review of contemporary medical ethics. (On-line Course via WebCT, 2 credit hours) **Course Director: Ms. Michele Mathes**
3. **MHPP 503 Histotechnology Practicum** - The clinical practicum is designed to allow the students to apply the knowledge and techniques learned during their didactic courses in a clinical hospital setting. It allows the student the opportunity to perform routine as well as specialized histotechnology techniques under the supervision of a qualified histotechnologist. (Lecture/Laboratory 9 course credits) **Course Director: Mr. Chris Mignogna**



PROFESSIONAL AFFILIATION

The National Society for Histotechnology (NSH) is a non-profit organization, committed to the advancement of histotechnology, its practitioners and quality standards of practice through leadership, education and advocacy. Visit the NSH website at www.nsh.org to read more about the professional activities of this organization.

UNIVERSITY ACCREDITATION

The Commission on Higher Education of the Middle States Association of Colleges and Schools (MSACHE): The Commission on Higher Education is the unit of the Middle States Association of Colleges and Schools that accredits degree-granting colleges and universities in the Middle States region. It examines the institution as a whole, rather than specific programs within the institution. Drexel University is accredited by MSACHE, last reaffirmed in 2002 and is currently in the review process for future reaccreditation. Visit the MSACHE website at www.msche.org to read more about the professional activities of this organization.

PROGRAM ACCREDITATION

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS): NAACLS has established national standards for Histotechnology training programs. The standards include both didactic course work and clinical experiences necessary to properly educate a histotechnologist. The Master of Science in Histotechnology program at the Drexel University College of Medicine is NAACLS accredited as of April 2011. Visit the NAACLS website at www.naacls.org to read more about the professional activities of this organization.

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Road
Suite 720
Rosemont, IL 60018-5119
773-714-8880

PROFESSIONAL CERTIFICATION

The American Society for Clinical Pathology Board of Certification (ASCP BOC): The ASCP BOC has established a national certification program for Histotechnologists. In order to be eligible for the BOC examination, applicants must be graduates of a histotechnology educational program accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). Visit the ASCP BOC website at <http://www.ascp.org/Certification/> to read more about the certification program and the professional activities of this organization.



August 17, 2018

During orientation, you will receive the Master of Science in Histotechnology Program Policy and Procedure handbook. This handbook includes all of the vital information you will need for the program including the mission and philosophy of the program, curricular objectives, essential functions, faculty, curriculum, program administration and other information about the University and the program that you will find essential for your successful transition into and successful completion of the program. Please take the time to carefully review this document over the next few days. Upon the completion of your review, please sign this letter and return it to Tara Sarica or Tina Rader within one week of beginning the program. Should you have any questions, please do not hesitate to contact us at any time.

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Program Co-Director
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I have received, read and understood the Policy and Procedure handbook for the Master of Science in Histotechnology Program at the Drexel University College of Medicine.

Name

Signature

Date