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The faculty and staff would like to welcome you to the UND Histotechnician (HT) Program

<table>
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MISSION STATEMENT

The University of North Dakota School of Medicine and Health Sciences Histotechnician (HT) program, is committed to providing an educational program consistent with the histotechnician standards outlined by the National Accrediting Agency for Clinical Laboratory Science which is located at 5600 North River Road, Suite 720, Rosemont IL 60018 at 773.714.8880. Our purpose is to provide a professional learning environment for students enrolled in histology in a university and hospital setting, to provide them with the opportunity for personal growth as well as professional growth, and to set examples that foster respect for others, themselves, and the medical community.

PROGRAM PHILOSOPHY

The University of North Dakota School of Medicine and Health Sciences Histology program is dedicated to graduating histologists with a high degree of professional integrity and expertise in histotechnology.

The University of North Dakota School of Medicine and Health Sciences, HT program, is committed to advancing knowledge and therefore humanity through providing training in both the theory and practice of histology techniques. Upon successful completion of the program, the student receives a Histotechnology Certificate and is eligible to take the National Registry Examination for certification as a histotechnician.
PROGRAM GOALS

1. To provide sufficient Histology professionals to meet the needs of the state and region.

2. To train graduates to work in large and small pathology laboratories.

3. To encourage the University of North Dakota Histology graduates to remain in the state/region by providing sufficient clinical experiences within the state/region and to maintain affiliations outside the region to meet the needs of histology laboratory professionals in other areas of the United States.

4. To provide instruction and evaluation based on identified competencies and content of this clinical discipline; instruction that is responsive to individual student needs.

5. To provide the student with adequate knowledge and background experience to qualify for national certification examinations appropriate to their level of training.

6. To further the knowledge of teaching the various subtopics of histotechnology through active review and outcomes monitoring to improve training methods.

7. To provide the student with the job entry competencies needed to pass the national certifying examination and to work as a histotechnician.

HISTOTECHNICIAN PROGRAM MISSION STATEMENT

The mission of the Histotechnician Certificate Program at the University of North Dakota is to provide the necessary educational experience to consistently produce high quality, entry-level histotechnicians that are eligible for certification and employment in medical laboratories.
HISTOTECHNICIAN CAREER ENTRY COMPETENCIES

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

1. Receiving and accessioning tissue specimens;
2. Preparing tissue specimens for microscopic examinations, including all routine procedures;
3. Assisting with gross examination and frozen section procedures in histopathology;
4. Identifying tissue structures and their staining characteristics;
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs;
6. Recognizing factors that affect procedures and results, and taking appropriate action within predetermined limits when corrections are indicated;
7. Performing and monitoring quality control within predetermined limits;
8. Applying principles of safety;
9. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
10. Recognizing the responsibilities of other laboratory and healthcare professionals and interaction with them with respect for their jobs and patient care;
11. Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence; and,
12. Exercising principles of management, safety, and supervision, as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of criteria values. Communications skills will extend to frequent interactions with members of the healthcare team, external relations, customer service, and patient education. The levels of analysis range from routine tissue processing to complex histopathology laboratory procedures in the various areas of anatomic pathology. The histotechnician will have responsibilities for information processing, training, and quality control monitoring wherever histologic procedures are performed.

--- From "NAACLS Standards for Accredited and Approved Programs (National Accrediting Agency for Clinical Laboratory Sciences - NAACLS)", page 38.
ESSENTIAL FUNCTIONS

University of North Dakota Histotechnician Certificate Program

Essential functions represent the non-academic requirements of the program that all students must master to successfully participate in the program and become employable. All students, and therefore, all applicants are expected to:

1. Vision: be able to read and interpret charts, graphs, and labels; read and interpret instrument panels and printouts, discriminate colors, hue, shading or intensity and clarity, read microscopic material and record results.

2. Speech and Hearing: be able to communicate effectively and sensitively in order to assess and comprehend verbal communication and adequately transmit information.

3. Motor Functions: Possess all skills necessary to perform basic manual and automated techniques, including multiple concurrent and repetitive tasks; possess all skills necessary to carry out diagnostic procedures; be able to interpret appropriate procedures; and be able to execute motor movements reasonably required to perform all of the functions described above.

4. Behavioral Requirements: possess the emotional health required for full utilization of applicant's intellectual abilities; be able to recognize emergency situations and take appropriate action.

5. Physical Requirements: be able to complete fine repetitive hand movement; twist and bend; handle flammable and infective materials; handle hazardous chemicals and electrical equipment, lift 10 lbs.; maintain prolonged sitting or standing positions; maintain concentration with distracting noises and close proximity to fellow workers; tolerate unpleasant odors, work in a building either above or below ground level; work in an environment without windows; and perform keyboarding.

6. Critical Thinking: be able to appropriately perform complex interpretative testing.

7. Professionalism: be able to maintain a professional attitude and appearance.

All students must read the essential functions and verify in a written document that they believe they can meet all of the requirements listed. The signed document will be kept in their program file. The written document to sign is included at the end of this handbook.

Additional SMHS Essential functions policy information if included in Appendix III.
GENERAL ADMISSION REQUIREMENTS TO UND:
The UND admission and advanced placement policies are found on the web at www.und.edu. The Histotechnician Certificate applicant must be accepted by the University of North Dakota and fulfill the requirements of University Admissions.

Admission to the Histotechnician Certificate Program
- Prerequisites courses:
  - Social Science, Humanities or Composition 3 cr.
  - Introduction to Chemistry (Chem 115/L) 4 cr.
  - Concepts of Biology (Biol 111/L) 4 cr.
  - Math at the High School or College Level

- Recommended:
  - At least 60 credits of postsecondary coursework are recommended.

Academic Requirements for Admission to Histotechnician Certificate Program
- A cumulative GPA of at least 2.8 on a scale of 4
- No more than one grade of D in any math or science course
- All pre-requisites must be completed with a “C” or better letter grade
- A maximum of one science courses repeated

Description of Curriculum Design:
Upon successful completion of the prerequisite credits, the student will apply for entrance into the Histotechnician Certificate Program. The student will have a clinical affiliation site at the time of acceptance into the program which is approved by the Histotechnician Certificate Program.

The curriculum consists of both lecture courses delivered over the internet and laboratory experience based courses. All coursework, whether lecture courses over the internet or laboratory experience based courses will be located at the clinical affiliation site. All clinical sites must follow the HT Program rules and policies governing the students with regards to submission of evaluations, competencies, and assessment. Each clinical site uses the same UND created syllabi, exams and performance evaluations. The student must abide by the specific clinical affiliate requirements of their facility such as: parking policies, dress code, vaccinations, departmental standard operating policies and any physical exam tests required.

The applications will be reviewed by the Histotechnician Certificate Program Education Coordinator or Program Director. Following acceptance into the program, the student will be allowed to register in the appropriate courses through UND’s registration process. Upon successful completion of the program the student will receive a Histotechnician Certificate from UND.
Exceptions for acceptance of students may be made by petition to the Medical Laboratory Science Professional and Academic Standards Committee at the University of North Dakota School of Medicine and Health Sciences.

COURSE DESCRIPTIONS

PATH 360  Histology Laboratory Theory** .......................................................... 3 cr.
This course presents an overview of topics related histology laboratory operations and an introduction to histology laboratory management.

Modes of instruction will be lecture; email, discussion, handouts, readings, assignments, and quizzes.

PATH 362  Histotechniques I** ............................................................................. 3 cr.
This course is the introduction to the fundamental techniques including fixation, processing, instrumentation, solution preparation and staining.

Modes of instruction will be lecture; email, discussion, handouts, readings, study guides, and exams.

PATH 363  Histotechniques II** ............................................................................ 3 cr.
This course is the continuation of the fundamental techniques of histology including: muscle and connective tissue, nerves, microorganisms, pigment, minerals, cytoplasmic granules, immunohistochemistry, and enzyme histochemistry.

Modes of instruction will be lecture; email, discussion, handouts, readings, study guides, and exams.

PATH 367  Histology Clinical Practicum I* .......................................................... 5 cr.
This course is a supervised work experience in an accredited Histology Laboratory. Students will learn procedures in preparation and sectioning of tissue for staining.

Modes of Instruction include observations, demonstrations, discussions, and practical examination.

PATH 368  Histology Clinical Practicum II* .......................................................... 5 cr.
The emphasis of this course is on refining skills learned in Practicum I, special staining procedures and tissue identification.

TOTAL 19 cr.

* Taught as clinical internship at accredited medical centers
** Taught over the internet
GENERAL UNIVERSITY INFORMATION  TUITION, FEES, AND FINANCIAL INFORMATION

TUITION AND FEES
Tuition and fees are located on UND’s website at www.und.edu. When a student is enrolled in any professional programs within the Medical Laboratory Sciences Department a specific additional tuition is assessed to the in-state tuition rate. Contact the Medical Laboratory Science Administrative Assistant at marybeth.mcgurran@med.und.edu for additional information.

Tuition Refund policy for the Histotechnician Program:
   1 – 9 days 100%
   10 – 27 days 75%
   28 – 55 days 50%
   After 75 days 0%

Student Financial Aid Questions
Assistance for the financial aid department at UND can be found at 1-800 – CALL – UND Ext 3121 or at 701-777-3121, sfa@mail.und.nodak.edu, or www.financialaid.und.edu

TOLL FREE PHONE ACCESS:  1-800-CALL UND

MULTICULRURAL STUDENT SERVICES
Phone: 701-777-4259

ADULT RE–ENTRY CENTER
Phone: 701-777-3228
www.union.ud.edu/reentry

WRITING CENTER
Phone: 701-777-2795

COUNSELING CENTER
Phone: 701-777-2127

UND LIBRARIES
Main Library System http://www.und.edu/library
Library of Health Sciences http://undmedlibrary.org
POLICIES

HISTOTECHNICIAN CERTIFICATE

MODIFICATIONS TO POLICY:
- The UND Department of Medical Laboratory Science Professional and Academic Standards Committee reserves the right to make modifications to the HT policies.
- Policies take effect on the date of approval by the committee.
- Notification of the new policies will be posted on the UND HT website within five working days of their approval.

ADMISSIONS POLICIES
1. Prospective students should review the UND Essential Function Requirements listed in this handbook (page 9). The student must verify in writing that they meet these requirements before entrance into the professional program.
2. Prospective students must pass a background check before acceptance into the Histotechnician Program. Failure to pass the background check may deny the student entrance into the program. The background check will be only accepted from Verified Credentials, an UND School of Medicine and Health Sciences approved company. Concerns about this policy can be discussed with the Program Director or Education Coordinator.
3. A maximum of one science courses can be repeated before entrance into the professional curriculum. If more than one science course has been repeated prior to the application to the professional program, a petition for review must be generated by the prospective student to be given to the Medical Laboratory Science Professional and Academic Standards committee. The committee will determine if the application will be considered for entrance into the professional program.
4. A maximum of one letter grade of D is allowed to remain on a transcript for one math or science course.
5. The required pre-requisite courses must be completed with a “C” or better letter grade.
6. Application and acceptance to the University of North Dakota is different than the application process of the Histotechnician Certificate Program. Acceptance (admission) to the University of North Dakota does not mean acceptance into the Histotechnician professional program.

ATTENDANCE POLICY:
The student is required to be in the laboratory a minimum of 30 hours per week or six hours per day to successfully complete the performance evaluations. The student will not perform service work. The staffing levels at each clinical must be adequate to insure that students will not be used to replace trained technicians.
Sick / Personal Leave Time / Student Holiday

- A maximum of four days is granted. It is not recommended that the student use all the personal leave time. Personal leave is only meant to be used when absolutely necessary. The student may take personal leave time only with the consent of the teaching supervisor. It is not mandatory to use all the personal leave time.
- Students should make every effort to schedule personal appointments during hours after their scheduled shift at the clinical affiliate.
- Personal time must be taken in a minimum of a hour block.
- The student may request personal leave time only with the consent of the clinical affiliate site coordinator. Notification must be made at least five days in advance, if possible.
- Student Holidays / Recesses:
  - Labor Day
  - Thanksgiving recess (Thurs & Friday)
  - Fall semester recess
  - Spring break
  - Easter recess (Friday & Monday)
  - Memorial Day
  - Independence Day
  - Summer semester recess

Illness Related Absences: In the event of illness the student MUST call the clinical affiliate site, specifically the on-site supervisor directly responsible for the student, at least 1/2 hour before the scheduled arrival time. Probation, followed by termination from the program, will occur for extensive absences past the 4 day maximum. The student must contact their supervisor each day of the absence.

Inclement Weather: In the event of inclement weather the student MUST call the clinical affiliate site, specifically the on-site supervisor directly responsible for the student, at least 1/2 hour before the scheduled arrival time.

Make-Up Time: If the student exceeds the four days allowed, the time must be made up in full. If an excess of personal leave time has occurred, the clinical affiliate may decline the opportunity for make-up time to be completed at their institution and an alternative site placement may occur. Make-up days may delay graduation and/or certification exam eligibility.

Extended Time Off: If the student needs an extended period of time off, the clinical affiliate site coordinator, the student and the UND Education Coordinator, will assess the situation and make any appropriate adjustments possible. An alternate clinical affiliation may need to be assigned when space is available for extended absences.

TARDINESS:
- Students are expected to report to their clinical affiliate on time, as scheduled.
- Students are expected to stay at the clinical site until dismissed by the bench
instructor for the day.

- Tardiness will be reflected on the professional attributes section of the performance evaluation form and will be incorporated into the overall grade for each rotation.
- The time missed for tardiness may be made up at the discretion of the clinical affiliate site coordinator.
- CHRONIC tardiness will not be tolerated and will be dealt with in the following manner:
  - The UND HT Education Coordinator will issue a verbal warning to the student. Documentation of this warning will be made in the student's file.
  - If tardiness continues, the UND HT Education Coordinator will issue a written warning to the student. The student will be placed on probation and documentation will be made in the student's file.
  - If tardiness continues after the probation status has been issued, termination from the program will occur.

STUDENT SERVICE WORK POLICY
Students are not responsible for service work in the laboratory. Additionally, a licensed histologic technologist or technician must check all laboratory work.

A student may be offered part–time employment during their clinical practicum. This employment is optional, paid and supervised by the department supervisor. The work must occur outside of the student’s scheduled departmental rotations. Since the work occurs outside of the scheduled academic hours, it therefore does not fall under any academic jurisdiction. Notification of employment and the average hours per week must be given to the UND’s HT Education Coordinator upon commencement of employment.

OFF–SHIFT EXPERIENCE
During the clinical affiliation, a student may be assigned, as part of their clinical training, a shift that contains equivalent workload such as the PM shift. Any diversion from the typical day shift must be given approval by the UND’s HT Education Coordinator.

GRADING POLICY
- Performance (technical) Evaluations: Performance Evaluation (task evaluation) forms are used to assess the student’s progress in achieving the effective, cognitive and psychomotor objectives for the clinical portions of the program. Each task is identified and assigned to the appropriate practicum. The criteria for assessing completion of each task are stated on each evaluation form and in each course syllabus. The final grade is assigned as follows: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, F = < 70% Failure to obtain a 70% or better results in the student being placed on probation (see probation policy).
• **Didactic Evaluation:** A satisfactory grade of 70% or better must be attained on the accumulation of points for quizzes, exams, etc. for each didactic course. The distribution of points is included in the information given in the syllabi. Failure to obtain an overall grade of 70% or better for any course will result in the student being placed on probation (see probation policy).

**PROBATION POLICY:**

- **A student will be placed on probation if their cumulative GPA is less than 2.8 at the entrance to the program.** The probation will be removed by the HT Program Director if the student attains a 2.8 GPA in the first of a two semester program.
- **A student will be placed on probation due to professional or academic behavior as determined by the Department of Medical Laboratory Sciences Professional and Academic Standards Committee any time during the HT program.**
- **A student remains on probation until a written notification is signed by both the student and the HT Program Director.**
- **If a student does not meet the criteria for continuance as stated in the probation letter, the student may not be allowed to progress in the program.** As a result the student will not receive a Histotechnology Program Certificate or be eligible for the ASCP Board of Certification (BOC) examination.

For A Student **NOT On Prior Probation:**

- A student may remediate any **two** areas, either cognitive or psychomotor.
- Upon the need for a third remediation, the student will be dismissed from the program. As a result, the student will not receive a certificate or be eligible for a national certification examination.
- The student will be placed on probation after the first required remediation.

For A Student **ON PRIOR** Probation:

- A student may remediate any **one** area, either cognitive or psychomotor.
- Upon the need for a second remediation, the student will be dismissed from the program. As a result, the student will not receive a certificate or be eligible for a national certification examination.

**Conditions:** A student on probation may remain in the program if all of the following are met:

- The student continues to successfully complete and pass all subsequent cognitive and performance evaluations.
- The student resolves the failure with remediation.
- The student maintains the specific expectation listed on the signed probation letter.

**REMEDICATION:**

Remediation in any cognitive (unit and final exams) or performance (bench) area will be determined by the UND Histology program officials.
• A student will be placed on probation if their cumulative GPA is less than 2.8 at the entrance to the program. The probation will be removed by the HT Program Director if the student attains a 2.8 GPA in the first of a two semester program.
• A student will be placed on probation due to professional or academic behavior as determined by the Department of Medical Laboratory Sciences Professional and Academic Standards Committee any time during the HT program.
• A student remains on probation until a written notification is signed by both the student and the HT Program Director.
• If a student does not meet the criteria for continuance as stated in the probation letter, the student will be dismissed from the program.

**TERMINATION POLICY:**
All dismissal/termination policies from the general program policies apply to the clinical practicum. The following are additional grounds for immediate program termination in the clinical affiliation during the final clinical year.

- **Academic Dismissal:**
  - A failing score following one successful remediation.
  - Failure to meet probation specifications.
- **Lack of Professional Student Conduct:**
  - Disregard for the patient’s rights to confidentiality and privacy according to HIPAA legislation.
  - Disregard for good, quality patient care, inconsistent or inaccurate work, or consistent careless attitude with patients.
  - Failure or inability to adhere to Medical Laboratory Science’s departmental or clinical affiliation policies.
  - The UND Histotechnician program abides by the UND Code of Student Life Handbook which includes the procedure for student dismissal related to academic dishonesty and failure to comply with stated rules relating to substance abuse.
- **Drug Screen:**
  - Any student may be subject to a drugs of abuse screen prior to or during a clinical rotation at a medical center. Any student who tests positive for drugs of abuse will be removed from the clinical experience and will not be able to complete the required courses to earn a Histotechnician Certificate.

**HT PROGRAM APPEALS PROCESS:**
If a student has been terminated from the program, according to the procedures and policies set by the department, the student may wish to submit the Professional and Academic Petition Form (HT program website) for consideration to the Department of Medical Laboratory Science’s Professional and Academic Standards Committee. The Committee has ten working days to meet and make a recommendation to the Program Director concerning the request.
STUDENT EXAMS / EVALUATION FILES:
The student may look at completed exams and evaluations at the consent of UND’s HT education coordinator and the clinical instructor. Students may not copy the exams in any form.

CONFIDENTIALITY:
- All students’ advising will be confidential.
- Disregard for the patient’s rights to confidentiality and privacy according to HIPAA legislation will be grounds for termination from the program.

COMMUNICATION AND STUDENT PROGRESS MEETINGS:
We encourage the student to meet with the clinical affiliate coordinator monthly. The clinical affiliate coordinator is available on an individual basis for questions or problems, which arise. Open communication with peers, instructors, and clinical affiliate personnel is required. Evaluations are reviewed with the clinical affiliate coordinator following each unit completion. It is the student’s responsibility to make an appointment with the coordinator. Telephone communication will occur frequently throughout the clinical affiliation between the clinical coordinator and the Histology Education Coordinator.

STUDENT EVALUATION OF INSTRUCTION:
The student will be given an opportunity to evaluate and make constructive suggestions for each course/instructor and the educational experience.

GRIEVANCES:
Complaints or grievances occasionally occur. If possible the student should discuss the problem with the instructor. This communication often clears up a problem that need go no further. If it cannot be solved this way, the following steps should be taken:

Step 1: Discuss the problem with the affiliate clinical instructor
        If not settled to the student’s satisfaction…

Step 2: Discuss the problem with the Histotechnician program director…
        If not settled to the student’s satisfaction…

Step 3: Grievances not resolved at Step 2 may be brought to the UND School of Medical Science Grievance Committee. The procedures are outlined and may be obtained at the School of Medicine and Health Science Academic Affairs website, or in appendix I of this handbook.

Step 4: Grievances are not resolved at step 3 may be brought to the Student Academic Standards Committee as outlined in the Code of Student Life.

General rules and regulations for the University of North Dakota, including the appeals process, and academic grievances, are included in the Code of Student Life.
BACKGROUND CHECKS:
UND School of Medicine and Health Sciences require a background check on all students before they are allowed to train at any medical facility.

- The student is responsible for the cost of the background check.
- If the medical facility requires a specific background check, the HT program will accept this process.
- If the medical facility does not have a required background check policy the student must complete the check by Verified Credentials, Inc. Background checks performed by other agencies will not be accepted by the HT program. The fee for the background check is approximately $65.00 and the student is responsible for this fee. The background check will not be processed without payment. Once the background check is completed the results will be released to both the student and the education coordinator at the medical center. Failure to pass the background check may result in the student not being placed in a clinical site. If a positive background check is received on the student the Department of Pathology Professional and Academic Standards Committee will review the information. The minutes of the meeting will be shared with the clinical affiliation education coordinator.
- The background check will be performed at admission to the professional program. Students who do not complete the background check at time of application will not be formally accepted until the background check has been completed.
- Positive Background Check: If a background check identifies any discrepancy, the discrepancy will be reviewed by the SMHS Background Check Committee Individuals may be found to have disqualifying histories and will not be given admission to the program and/or by specific clinical affiliates.
- The complete policy is located on the SMHS website (http://www.med.und.edu/policies) and in Appendix II.

HEALTH INSURANCE
Students are responsible for having a health insurance policy and UND program officials will verify coverage. Students are responsible for payment of health related bills that occur during his/her clinical rotation (for example needle sticks, blood borne pathogen exposure).

LIABILITY INSURANCE
The University will provide professional and general liability insurance for University students and faculty/staff liaisons with maximum limits of $1,000,000 per occurrence and $5,000,000 annual aggregate.

COMPLAINTS AND RESOLUTIONS
Formal Student complaints (not grievances) related to the HT program must be submitted in writing to the HT Program Director (ruth.paur@med.und.edu). The HT Program Director will investigate the complaint, determine the resolution, and communicate to the complainant within ten (10) working days of receipt of the formal
complaint. All records related to student complaints will be kept in the HT Program Director’s office.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN:
As per clinical affiliate compliance with OSHA requirements and JCAHO certifications, all documentation must also be fulfilled according to the policies of the clinical affiliate and the SMHS. The clinical affiliate coordinator will be responsible for all documentation responsibilities and notification of required in – house personnel, along with copies of the documentation and notification to the Histology program at the University of North Dakota. The complete Bloodborne policy is located on the SMHS website (http://www.med.und.edu/policies) and in Appendix IV. The UND documents required are located at http://www.med.und.edu/policies/immediate-action-checklist-and-forms.cfm.

HEALTH AND SAFETY:
Neither the University nor the clinical affiliate assumes responsibility for injuries that might occur to the student while on the premises. Students are responsible for any medical costs that occur during their practicum at the affiliate location. Professional liability insurance is carried on all students, whether employed by their clinical affiliate or not, through the University of North Dakota School of Medicine & Health Sciences. The professional liability insurance and general comprehensive insurance provides coverage for occurrences during the term of the Histotechnician Certificate Program training with limits no less than $ 1 million per occurrence and $3 million annual aggregate.

DRESS CODE
• The student will adhere to the dress code of the assigned clinical affiliate.
• The student must wear shoes that are not of any cloth or canvas material. These shoes must be of a closed toe and heal variety and comply with the clinical affiliate’s dress code and safety policy.
• Laboratory coats and other personal safety equipment will be provided by the clinical affiliate.
• Students who wear contact lenses should notify the clinical coordinator at the assigned clinical affiliate at the beginning of the clinical experience. Where possible, the wearing of contact lenses should be avoided.

DISABILITY SERVICES POLICY
Any student with physical, psychiatric, sensory or learning disability may request reasonable accommodations after providing adequate documentation from appropriate licensed professionals and notification to UND’s Disabilities Support Services. Additional information will be found at www.und.edu/dept/dss

COMMUNICATION POLICIES:
Professional Communications:
The written, email, or verbal communications between the students and faculty or staff at UND and the clinical affiliate faculty and staff must remain professional at all times.
• If a UND or clinical affiliate faculty or staff believes that the student has behaved unprofessionally, a written statement will be forwarded to the UND HT Program Director. The HT program officials will notify the student and discuss verbally the inappropriateness of the communication and the correct way for the student to communicate in a professional way.
• A second written complaint will initiate a written notification to the student that is placed in the student file clarifying that the student may be dismissed from the program with a third professional communication complaint.
• A third written complaint will be reviewed by the UND Department of Pathology Professional and Academic Standards Committee to determinate termination status.

Communication Timeliness:
Communication between the student and UND faculty and staff will occur as rapidly as possible. It is expected that emails and phone messages will be returned within three working days. If you have not heard from the UND faculty or staff within three working days, you are free to contact the individual again by either phone or email communication.

STUDENT/GRADUATE RECORDS:
• All files concerning students are subject to the Family Education Rights and Privacy Act of 1974. Specific information concerning student records is published in the UND Code of Student Life, section 8.
• The Office of Admissions and Records (Registrar) maintains official documents for students enrolled in courses at the University of North Dakota, such as the application to the University, official transcripts from other institutions, UND transcripts and other such official documents. These records are maintained permanently.
• The HT program also maintains a separate file on each student who had declared HT as their major.

HOUSING:
Students are responsible for their own housing. Students needing help finding housing may contact their clinical affiliate coordinator.

CONTINUING EDUCATION:
Students are encouraged to take advantage of any laboratory continuing education opportunity at the affiliate site. (Teleconferences or Tumor Board are examples of educational opportunities.)

RULES CONCERNING ACCEPTABLE CONDUCT:
The UND Code of Student Life is a publication issued each year to all students. The code outlines the rights and responsibilities enjoyed by the students, faculty, and staff that make up the University community. Members of the University community are expected to be familiar with the rules and regulations contained within the Code and to
act in compliance with them at all times. Follow the link to access the document: Code of Student Life.

SCHEDULING:
Each clinical affiliate has its own workflow and department organization. The length of time that a student may spend in a particular subject area or experience may differ because of the variety of testing and procedures that are incorporated into that department. Student schedules through the departments will be created by the clinical affiliate education coordinators/instructors and reviewed by the UND HT education coordinator.

CERTIFICATE:
Upon successful completion of the program the student will be issued a Histotechnician Certificate from the University of North Dakota and this information will appear on their final transcript. The issuing of the HT certificate is NOT contingent upon the student's passing any type of external certification or licensure examination.

PROFESSIONAL ORGANIZATIONS:
Students may join the American Society of Clinical Pathology (ASCP) as a Student Associate at no cost to the student, or the National Society for Histotechnology at a reduced cost. To qualify, submit documentation from the program director or supervisor attesting to student training status.

EVALUATIONS:
Participation in each practicum requires extensive independent learning. At the beginning of an instructional unit the student will receive online lectures followed by practical experience. Participation in this laboratory setting requires the student to develop flexibility in achieving both the theory and laboratory skills necessary to enter the workforce at the entry – level HT (Histotechnician) competency.
Appendix I
School of Medicine and Health Sciences Grievance Policy and Procedures

As stated in the University of North Dakota Code of Student Life, each undergraduate, graduate, and professional school or college shall have written procedures for academic grievances. The following describes the UND School of Medicine and Health Sciences' grievance policy and procedures as they are to be applied to undergraduate, graduate and professional students enrolled in SMHS programs or taking SMHS courses.

STATEMENT OF POLICY

Any student enrolled in an academic degree- or certificate-granting program or taking a course(s) at the UND School of Medicine and Health Sciences shall be provided the opportunity to seek redress on decisions made concerning the student's academic performance and/or professional behavior or on decisions made on the basis of any policies or procedures thought by the student to be unfair by initiating an academic grievance.

The term “academic grievance” is defined as: A statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, quality of instruction), which is thought by the student to be unfair (UND Code of Student Life).

For purposes of this policy, professional behavior includes any behavioral component of academic performance defined by a profession as necessary for individuals to function as competent, honest, safe, and ethical professionals. Individual programs may further define specific expectations for professional behavior. Therefore, an "academic grievance" at the SMHS may also include: A statement expressing a complaint, resentment or accusation lodged by a student regarding a decision made regarding a student’s professional behavior, which is thought by the student to be unfair.

Any person who believes that he or she is a victim of discrimination, either individually or as a member of a class as defined by the University's Equal Opportunity/Affirmative Action Policy (UND Code of Student Life), may initiate grievance procedures as outlined in the UND Code of Student Life. If a person brings a grievance in which discrimination is alleged, along with an academic grievance, the discrimination complaint will be dealt with simultaneously.

In all circumstances, it is the responsibility of each student in the School of Medicine and Health Sciences to abide by the policies and procedures of the University of North Dakota as well as those described in the appropriate department or program.

All grievances must be initiated by the student within thirty (30) calendar days after notification of the grade or decision the student wishes to grieve. Each step of the grievance process must be initiated by the student within thirty (30) calendar days of the completion of the previous step; response time by the student at each step shall be thirty (30) calendar days unless otherwise stated. After student initiation of each step in the grievance process, the School of Medicine and Health Sciences response will begin within ten (10) calendar days of receipt of the grievance.
STATEMENT OF PROCEDURES

1. Any student with a grievance of an academic nature should first bring it to the attention of the appropriate faculty member (course instructor/director, block director or clerkship director). Together the student and faculty member should attempt to resolve the grievance.

2. If the grievance is not resolved to the student's satisfaction, it may be brought to the department or program level. The grievance should be brought, in writing, to the department chair/program director/assistant or associate dean for preclinical or clinical education, as appropriate for the situation or grievance level. Within thirty (30) calendar days, the chair/director/dean will conduct a review according to the established departmental/program policy, consulting as appropriate with other faculty, campus deans or staff, and inform the student, in writing, of the decision reached regarding the grievance. The department will retain records of all grievances pursuant to the records retention schedule.

3. If the grievance is not resolved to the student's satisfaction at the department or program level, the student may file the grievance for review by the School of...
Medicine and Health Sciences Grievance Committee, according to the following procedures:

a. A student grieving any academic decision beyond the level of the department or program to the level of the School of Medicine and Health Sciences Grievance Committee must submit, in writing, the required documentation within 30 days of the decision of the department or program. Written documentation must include:

   i. The disputed decision;
   ii. The person(s)/body that made the decision;
   iii. The date the decision was made;
   iv. All efforts made to resolve the dispute informally and formally;
   v. Information directly relevant to the Committee's review of the grievance;
   vi. Name of any relevant counsel or advisor who may have assisted the student in developing the grievance or may accompany the grievant and provide assistance, if the grievant appears before the committee;
   vii. Any other relevant pertinent evidence or documents, and;
   viii. The desired outcome the student is seeking as a result of the Committee's deliberations.

Documentation should be submitted to: Senior Associate Dean for Academic and Faculty Affairs; UND School of Medicine and Health Sciences, 501 North Columbia Road, Stop 9037, Grand Forks, ND, 58202.

b. Upon receipt of the written grievance, the Senior Associate Dean for Academic and Faculty Affairs will be required to constitute the School of Medicine and Health Sciences Grievance Committee, according to the following procedures:

   i. The selection of members of the School of Medicine and Health Sciences Grievance Committee will be made by drawing names from a faculty pool—excluding faculty from the specific department/program from which the grievance arose. The Senior Associate Dean will draw six (6) faculty names (2 basic science, 2 clinical science, 2 health science) for each grievance and one (1) student name who will not be from the department/program of the grievant.

   ii. If it is determined that a Committee member has an unmanageable conflict of interest that may challenge his or her objectivity in the matter of the academic grievance, recusal may be warranted either by action of the Committee or by the Committee member himself/herself. The grievant
may also have the opportunity to challenge no more than one member of the Committee for an unmanageable conflict of interest. In all cases in which a Committee member is recused, another name will be drawn to complete the membership of the Committee.

iii. The committee Chair will be appointed from among the Committee membership by the Senior Associate Dean for Academic and Faculty Affairs.

c. A training session for Committee members will be scheduled by the Office of Academic Affairs. Training will include FERPA, Affirmative Action training, if appropriate, and a review of process. This training will occur before any information is disseminated to the committee.

d. The Committee Chair will identify possible dates for a hearing and organize the hearing time and place. At the hearing, the Committee will consider all pertinent materials, including any new written information from both the grievant and the grieved party, who will both be invited to be present at the hearing along with the Committee.

e. Dissemination of documentation will be completed by the Committee Chair at least ten (10) calendar days prior to hearing. Therefore, any new written information from either the grievant or the grieved party must be submitted no later than ten (10) calendar days prior to the hearing.

f. The grievant will be invited to appear at the hearing to answer questions or to present any relevant information. A person representing the program or department being grieved will also be invited to appear before the committee. The grievant will be permitted to have a lawyer or advisor present at the hearing for assistance. If a lawyer or advisor is to be present, the grievant must notify the Chair of the committee at the time the date for the hearing is established. The lawyer or advisor may not participate in the presentation or discussion but is present as a support for the grievant. The committee hearing is an educational process, not a legal proceeding and does not follow the procedures of a court of law. The rules of evidence do not apply.

g. Committee members and the grievant may appear via electronic means. If a grievant will be appearing electronically, it is their responsibility to acquire the resources to do so and to notify the Committee Chair of the arrangements at least two (2) business days before the hearing.

h. The Committee Chair will arrange for the hearing to be recorded.

i. Format of the hearing:
   i. The Chair will complete introductions.
ii. At the beginning of the hearing, the Chair will ask the grievant to state for the record whether the hearing is to be open or closed. The grievant will sign a written statement declaring the hearing open or closed. If the grievant and a person representing the program or department are not present, it is a closed meeting.

iii. Each party involved in the grievance, including each committee member involved in the hearing, will sign a non-retaliation statement.

iv. The grievant will give an opening statement regarding the grievance and rationale for his or her position. No witnesses may appear.

v. The person representing the program or department being grieved will give an opening statement regarding the grievance.

vi. As a regular order of business, each party present will have thirty (30) minutes for presentation. The Committee may ask questions of the grievant and the person representing the program or department being grieved after both opening statements have concluded.

vii. The parties involved in the grievance will not address questions/questions to each other. However, they may address their questions to the Chair of the Committee who may ask the questions on their behalf.

viii. Each party will provide any closing statements.

ix. The Chair will excuse the parties involved from the meeting along with any advisor present at the conclusion of their presentations and after the Committee’s questions, if any, have been answered.

x. The Committee will adjourn the hearing and then reconvene where the Committee will be free to discuss the grievance in closed session.

j. Post-hearing:

i. No later than fifteen (15) calendar days following the hearing, the Committee will produce a written report of their findings, conclusions, and determination. This report will be based on the testimony heard and the documentation received from the parties involved in the grievance. The Chair is responsible for creating the final report, which all members of the Committee will sign and date with an indication of whether or not they are in agreement with the report’s determination. A minority report can be written. The Chair will notify the grievant and faculty (program/department) of the Committee’s decision and
provide each a copy of the final report. The final report must be submitted to the Senior Associate Dean for Academic and Faculty Affairs. In rare circumstances, the Committee's review of an academic grievance may extend beyond 15 days following the hearing.

ii. The record consists of all written documentation received from the parties, the recording of the hearing, and the Committee's final report.

iii. The office of record for grievance records retention is the Office of Academic Affairs. The record will be retained pursuant to the records retention schedule.

iv. If the grievant chooses to grieve the decision of the Committee to the Dean of the School of Medicine and Health Sciences, the entire record will be forwarded to the Dean for his or her review and decision.

4. If the grievance is not resolved to the grievant’s satisfaction by the School of Medicine and Health Sciences Grievance Committee, the grievant may request resolution from the Dean of the School of Medicine and Health Sciences or the Dean's designee. Copies of the decision by the Dean will be forwarded to all principal parties within thirty (30) calendar days.

5. Any further pursuance of the grievance by the student beyond the School of Medicine and Health Sciences must be undertaken in accordance with relevant UND policies and procedures.

6. In all stages of the grievance process, it is the responsibility of the grievant to initiate and advance the grievance to the appropriate stage of the process.
Appendix II
Policy on Student Criminal Background Checks

Policy Summary:
Criminal background checks (CBC) are required for all School of Medicine & Health Science (SMHS) health professional students prior to matriculation and/or clinical assignment.

Policy Purpose:
To describe the specific policies and procedures for a criminal background check (CBC) for Health Sciences and Medical students.

Definition:
An “unfavorable” CBC is defined as a CBC where the results of the CBC reveal an offense.

Governing Policies:
Policy Entitled “Policy 511, Student Criminal History Background Checks.” North Dakota University System (NDUS) undergraduate admission applications shall require disclosure of criminal history information. Institutions that offer graduate or professional programs shall require disclosure of criminal history information on graduate and professional program applications. The chancellor shall adopt a procedure implementing this requirement and defining the information required on undergraduate applications. The chancellor shall adopt an implementing procedure and designate the programs for which nationwide criminal history background checks are authorized under N.D.C.C. §12-60-24. The procedure may include uniform requirements or guidelines that apply to all institutions or designated programs at all institutions. Each institution shall adopt policies or procedures implementing this policy, including requirements or guidelines governing criminal history background checks on students and use of criminal history information in admissions decisions.

Policy Entitled “Criminal background checks for accepted applicants for admission to and enrollment in University of North Dakota School of Medicine and Health Sciences, the College of Arts and Sciences and College of Nursing educational programs requiring assignment to a clinical health care facility.” (revised 9-5-07). “The University of North Dakota School of Medicine and Health Sciences and College of Arts and Sciences (here and after referred to as the “University”) have developed a policy on Criminal Background checks for students who have contact in the course of their educational experience with vulnerable populations. The goal is to protect the safety of patients at settings where University of North Dakota students perform educational experiences.”

School of Medicine & Health Science CBC Policy:
The University of North Dakota School of Medicine and Health Sciences requires a CBC of students in all health-related programs prior to matriculation and/or clinical assignment. Professional programs that require a CBC prior to matriculation and/or clinical assignment include:
1. Athletic Training
2. Histotechnician
3. Medical Laboratory Science
4. Medical Education
5. Occupational Therapy
6. Physical Therapy
7. Physician Assistant
8. Public Health

For the above listed programs, a CBC is required and an FBI check is authorized (*NDUS Procedure 511: Student Criminal History Background Checks*). The student must initiate the CBC. Failure to submit a CBC will suspend the matriculation process and/or assignment to clinical or field experience.

It is essential that the professional program be able to document a CBC for students when requested by hospitals, clinics, and other non-UND training sites. Final acceptance into the program may be contingent upon the outcome of the CBC. In addition, an updated CBC may be required by a clinical site prior to the start of a clinical assignment.

**SMHS Specific Policy** (these policies are specific to the SMHS under the governing policy of the School of Medicine and Health Sciences and College of Arts and Sciences revised on 9/5/07):

A. Each of the Professional programs may have a different procedure for the timing of the CBC. The student is responsible for checking with his or her respective programs to determine when the CBC is to be initiated.

1. The CBC must be completed: (a) as a condition of the student’s admission, prior to initial enrollment; and/or (b) prior to a student’s clinical assignment and/or continued enrollment in the professional program. The CBC does not have to be part of the program application; however the results of the check must be reviewed and approved by the department and committee (if necessary) prior to matriculation and/or clinical assignment.

2. Students who have an interruption in enrollment for more than one year must undergo another CBC prior to re-enrollment.

3. Students who refuse or who have a negative CBC outcome will not be allowed to matriculate in the professional program. Students who have a negative CBC after they have been admitted or prior to beginning a clinical experience may be dismissed from the professional program.

B. The initial results of the CBC will be reviewed by the Department Chairperson or Program Director and the Director of Clinical Education for that program. If the CBC is favorable, those individuals may approve the background check. Unfavorable CBC results will be brought to the SMHS Background Review Committee (BRC). In that event, matriculation into the professional program and/or clinical site placement will only be
granted after review by BRC and approval by the Department Chairperson or the Program Director.

C. Prospective students who have an unfavorable CBC, as well as students who have already been admitted to a program but who have a negative CBC prior to a clinical assignment, will be given the opportunity to review the results of the CBC and an opportunity to challenge the results if they so choose, as per the governing policy.

D. If the results of the unfavorable results go unchallenged or unchanged, the results will be reviewed by the BRC, following the guidelines in the governing policy. The BRC has the right to request additional information from the student being reviewed. The BRC may render a decision electronically.

E. The BRC will review the findings of the CBC, and make recommendations to the Department Chairperson or Program Director for a final review and decision on matriculation or continuation in the professional program. The student will be informed of the decision in writing. The written decision may be delivered by electronic means.

F. The results of the CBC will become part of the student’s record and are protected by the Family Educational Rights and Privacy Act. The results will be retained pursuant to the Records Retention Schedule. For those that are not admitted, the results will be destroyed.

G. Students who have an unfavorable CBC, and who are admitted to the professional program, must be informed that admission to the professional program does not guarantee that clinical facilities will allow them to begin a clinical assignment, in which case they may not be able to complete their program and may be removed from the program.

H. Criminal activity that occurs while the student is enrolled in the professional program will undergo the same review process as outlined above. It is the responsibility of the student to inform his or her respective program director or chairperson of any disciplinary or criminal activity that has occurred during his or her enrollment in the professional program. Students may be asked to sign a waiver that allows the program/department to request additional information from any college or university the student has attended.

Related Policies/References:
UND School of Medicine CBC Policy
NDUS Policy 511: Student Criminal History Background Checks, 12/20/07
UND School of Medicine and Health Sciences and College of Arts and Sciences Policy revised 9-5-07
UND SCHOOL OF MEDICINE & HEALTH SCIENCES

Procedure for Student Criminal Background Checks

A. All students are required to complete a Criminal Background Check (CBC) prior to enrollment in the professional program and/or placement in any clinical assignment. In addition, students are expected to respond to and sign a supplemental questionnaire documenting behaviors prior to enrollment in a SMHS health professional program. The Background Review Committee (BRC) will review all students who receive an unfavorable CBC to determine whether or not the offer of admission should be rescinded and/or enrollment should be terminated, and/or placement in a clinical assignment should be denied.

B. The BRC will be comprised of one faculty member from each of the Departments and Programs affected by the Student Criminal Background Check Policy and the Associate Dean for Student Affairs and Admissions. The BRC may also request a representative from the Campus Police and/or UND Office of General Counsel, if deemed necessary. If the Committee determines one of its members has a conflict, the individual will recuse himself or herself from the discussion and decision making process.

C. The BRC will be chaired by Associate Dean for Student Affairs and Admissions or in his/her absence the elected Chair of the Health Science chairs and program directors.

D. The BRC will meet as needed to consider unfavorable background check results.

E. If deemed necessary, students who received an unfavorable background check will be asked to submit additional information regarding the CBC results. The department, program, or Associate Dean of Students may ask for additional information, including release of information regarding sanctions from previous educational settings.

F. Unfavorable background check results will be presented to the BRC by the faculty representative from the affected department or program. The representative will provide the application and admission data for each prospective student with an unfavorable background check for discussion and determination of admission status or enrollment in the program, and will bring forward all relevant student information if the unfavorable CBC has been received after admission but prior to a placement in a clinical assignment.

G. The BRC will review the findings of the CBC and any other materials that have been submitted, and make recommendations to the Department Chairperson or Program Director for a final review and decision on matriculation or continuation in the professional program.

H. The Associate Dean, Department Chair, or Program Director of the student’s educational program will notify the student in writing of the BRC decision and his or her decision. The written decision may be delivered by electronic means.

I. The student may petition the decision of the Department Chairperson or Program Director by following the procedures outlined in the SMHS Grievance Policy.
Appendix III
Technical Standards for Matriculation, Progression, and Graduation

University of North Dakota
School of Medicine and Health Sciences

A. Overview
The University of North Dakota School of Medicine and Health Sciences (UND SMHS) has a responsibility to society to graduate the best possible healthcare providers. All graduates of this institution must use professional knowledge, skills, and attitudes to function in a wide variety of health care settings and to render a wide spectrum of patient care. The technical standards are designed to ensure the graduation of capable, well rounded and appropriately trained health care providers. (Each professional program may have additional technical standards specific to the requirements of the program.) In order to fulfill this responsibility, UND SMHS has established six areas of competency that must be sufficiently developed to participate in, and to graduate from a professional program.

Competency Areas:

1. Health Care/Scientific Knowledge
2. Clinical Skills
3. Ethical and Professional Behavior
4. Interpersonal and Communication Skills
5. Lifelong Learning
6. Healthcare Systems-based Practice and Improvement

The educational programs offered at UNDSMHS are academically rigorous with the structured broad general training that is intended to produce "undifferentiated healthcare providers." The school's academic standards and technical standards are intended to support that model. Whereas a truly undifferentiated healthcare provider may not be achievable, the standards attempt to ensure that graduates of the school possess the background to pursue virtually any area of specialty. Thus all students must meet the academic standards and the technical standards to matriculate, to progress through the curriculum, and to meet the requirements for graduation.

Academic standards refer to acceptable demonstrations of mastery in various disciplines, before matriculation and after, as judged by faculty members, examinations, and other measurements of performance. Every effort is made to meet the academic needs of the health science student within the professional program. When a student's ability to perform the technical standards is compromised, the student must demonstrate alternative means and/or abilities to perform the specified tasks. The following technical standards describe the basic competencies essential to successful completion of healthcare programs at UND SMHS.

Beyond the academic standards, students must demonstrate the following technical standards with or without accommodations. It is the student’s responsibility to identify/disclose any disabilities if requesting any needed accommodations.
Technical Standards and Capacity
In order for a student to adequately address the six competency areas noted earlier, he/she must possess the requisite capacities/abilities in the following broad areas:

1. Perception/Observation
To achieve the required competencies in the classroom setting, in the clinical setting, and in the small group setting, students must be able to perceive, assimilate, and integrate information from a variety of sources. Students must be able to perceive and appropriately interpret nonverbal communications.

2. Communication
Students must be able to skillfully communicate through oral, written, and electronic means (in English) with faculty members, health care team members, patients, families, and other students in order to elicit, convey, and clarify information; create rapport; and work collaboratively. Students must be able to clearly speak and hear in order to effectively communicate sensitively with patients, including individuals from different cultural and social backgrounds; this includes, but is not limited to the ability to establish rapport with patients and effectively communicate judgments and treatment information.

3. Functional Activities
Students must possess sufficient motor, tactile, and sensory functions in order to attend and participate in activities which are part of the curriculum. This includes production of written and oral communication commensurate with the profession. Depending on the health care profession at the SMHS, students are expected to assess patients using all appropriate evaluation tools, diagnostic maneuvers and procedures perform basic laboratory procedures, and tests, provide patient care appropriate to the circumstances. Students are expected to function in a wide variety of patient care settings, including independent and potentially rapid-paced/high demand environments. Motor, tactile, sensory, and proprioceptive abilities are necessary to perform a complete and thorough assessment and intervention plan with the patient. Students must also be able to safely and efficiently utilize equipment and materials necessary to assist patients.

4. Professional and Ethical Behavior
Students must consistently demonstrate the core attributes of professional behavior appropriate to the healthcare field, including commitment to excellence, honesty, and integrity, respect for others, empathy and compassion, professional responsibility, social responsibility, and altruism. Students must exhibit the ability to meet the challenges of any medical situation that requires a readiness for immediate and appropriate response without interference of personal or medical problems.

It is the student’s responsibility to attend and be able to travel to and from classes and clinical assignments in a timely manner. He/she must possess the organizational skills and stamina for performing required tasks and assignments within allotted time frames.

Students must adhere to the policies of the State Board of Higher Education, University, School of Medicine and Health Sciences, the healthcare program, and the clinical sites. This includes matters ranging from professional dress and behavior to attending the program's academic...
schedule which may differ from the University's academic calendar and be subject to change at any time.

Students need to take the initiative to address and direct their own learning. They are required to work cooperatively and collaboratively with peers on assigned projects, and participate willingly in the supervisory process involving evaluation of abilities and acquisition of skills. The students will take initiative in becoming a contributory member of a health care team as appropriate for their program and level of education.

5. Cognition
Students must demonstrate critical thinking skills so that they can problem solve, understand abstract ideas, and synthesize information presented in the classroom, laboratory and clinical settings. Students must be able to measure, calculate, reason, analyze, process, integrate, synthesize, retain and apply facts, concepts, and data related to the art and science of healthcare. Students must have the cognitive capacity to appropriately utilize technology in the classroom and in the clinical setting. They must also be able to analyze three-dimensional and spatial relationships. Sound judgment and ethical reasoning as well as clinical reasoning are essential. Students must possess the above abilities to reach diagnostic and therapeutic judgments.

6. Behavioral and Social
Students must demonstrate emotional stability and be capable of developing mature and effective interpersonal relationships with other students, faculty, and healthcare workers. Students must be able to tolerate physically and emotionally taxing workloads and function effectively under stress. Students must be able to adapt to changing environments, display flexibility, accept and integrate constructive criticism, and function in the face of uncertainties inherent in the educational and clinical settings. Students must be able to engage in personal reflection and self-awareness as a mechanism of effective personal growth, development and lifelong learning.

Additional or clarifying technical standards may be required of the individual health science program. See individual departmental policies for specific details.

It is the responsibility of the student to request necessary accommodations through university procedures.

If any health sciences applicants or students have a question about whether he or she can meet these standards due to functional limitations from a disability, he or she should contact Disability Services for Students (DSS), the campus resource for confidential discussion and support regarding reasonable accommodations:

Disability Services for Students
Room 190 McCannel Hall Stop 9040
Grand Forks, ND 58202 – 9040
dss@und.edu
701 – 777-3425 Voice/TDD
Fax 701 – 777 – 4170
Appendix IV
Student Bloodborne & Biological Pathogen Exposure Management

Section:
Policy number:

Responsible Office: Vice President for Health Affairs/Dean
Issued: TBD
Latest Review: N/A

POLICY STATEMENT
In the event of a bloodborne or biological pathogen exposure, the School of Medicine and Health Sciences (SMHS) students will follow the SMHS Student Bloodborne and Biological Pathogen Exposure Management Plan. The student's responsibility is to immediately inform their instructor, clinical site supervisor and/or preceptor. Students are required to comply with the reporting requirements, incur the charges of their bloodborne or biological pathogen exposure testing, and complete follow-up recommendations given by their health care provider.

REASON FOR POLICY

To provide a clear and concise guide for managing students exposed to bloodborne or biological pathogens during educational activities administered by the University of North Dakota School of Medicine and Health Sciences.

SCOPE OF POLICY

This policy applies to:
- Deans, Directors, and Department Heads
- Faculty
- Managers and supervisors
- Staff
- Students
- Others: ___

WEB SITE REFERENCES

Vice President for Health Affairs and Dean: http://www.med.und.edu/administration/deans-office/index.cfm
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CONTACTS

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<tbody>
<tr>
<td>Policy clarification</td>
<td>Dean’s Office</td>
<td>(701)777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
<tr>
<td>SMHS Student Injury Investigation Report</td>
<td>Office of Safety</td>
<td>(701)777.3341</td>
<td><a href="mailto:und.safety@email.und.edu">und.safety@email.und.edu</a></td>
</tr>
<tr>
<td>Sample Transportation</td>
<td>Student Health Services</td>
<td>(701)777.3988</td>
<td><a href="mailto:und.shslab@und.edu">und.shslab@und.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

<table>
<thead>
<tr>
<th>Bloodborne Pathogens</th>
<th>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), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).</th>
</tr>
</thead>
</table>
| Other potentially infectious materials/biological pathogens | Include but are not limited to  
(1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.  
(2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and  
(3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and  
(4) Blood, organs, or other tissues from experimental animals infected with HIV or HBV.  
(4) Airborne pathogens such as tuberculosis (TB). |
Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of practice requirements.

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

Contaminated Sharps: Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Immediate supervisor: The instructor, clinical site supervisor and/or preceptor with the direct responsibility for the student at the site and time of the incident.

UND SMHS Program of Enrollment/Program Director: UND SMHS Program Director: Medical Student – Associate Dean for Student Affairs Health Sciences-Program Directors Graduate Students- Basic Sciences Education Director Undergraduate Students-SMHS Assistant Dean for

PRINCIPLES

OVERVIEW— The Student Bloodborne & Biological Pathogen Exposure procedure provides management for University of North Dakota SMHS students with occupational blood exposures according to currently recommended guidelines by the US Public Health Services. The procedures below describe the action that must be taken in the event that bloodborne or biological pathogen exposure has occurred. In accordance of UND Section 1: General Safety, Incident Reporting policy, incident reporting of all injuries is required within 24 hours.

Academic instructors who witness the incident, or are immediate supervisors for the student, are responsible for completing UND & SMHS incident reporting forms. This allows for complete reporting and appropriate follow up of any occurrence involving the health and safety of University students.
PROCEDURES

Management of Exposure Incidents

1. Immediate Care
   Immediately

2. Post-Exposure Risk Determination & Medical Evaluation
   Complete within 2 hours

3. Post-Exposure Mandatory Reporting
   Complete within 24 hours

4. Incident Investigation & Report Routing

In accordance with UND Policy, mandatory reporting of incidents is required within 24 hours. The student’s health and safety is of utmost importance in this circumstance and the student must not return to activities until this is complete.

PROTOCOL

1. Post-Exposure-Immediate Care
   If you experienced a needle-stick or sharps injury, or are exposed to the blood or other body fluid of a patient during the course of your work, immediately follow these steps (as applicable):
   - Wash needle-stick injuries and cuts with soap and water.
   - Flush splashes to the nose, mouth, or skin with water for 10 minutes.
   - Eyes: remove contact lenses, irrigate eyes with clean water, saline, or sterile irrigants (be aware of the nearest eyewash station).
   - Report the incident to your immediate supervisor.
   - Immediately seek medical treatment for evaluation and recommended follow up procedures.

2. Post-Exposure - Risk Determination & Medical Evaluation
   - Contact the immediate supervisor (or clinical site education coordinator) to obtain the procedure and forms for appropriate risk assessment and reporting.
   - UND SMHS Program of enrollment must also be contacted as soon as feasible to oversee this evaluation process.
   - The student and immediate supervisor must complete the UND SMHS Bloodborne & Biological Exposure "Student Quick Form 1" & "UND Incident Reporting Form 2" within 24 hours. These forms must include signatures of the student, immediate supervisor, and medical provider.

   The following information is required for risk determination; document "Student Quick Form 1".
   - Type and amount of fluid (e.g., blood, visibly bloody fluid, other potentially infectious fluid or tissue, and concentrated virus).
   - Type of device causing injury, if applicable.
   - Type and description of exposure (percutaneous, splash, non-intact skin, and bites etc.).

Incident Occurrence on the UND Campus

Medical Evaluation: UND Student Health Hours: Mon-Fri 8am-4:30pm, Tuesday 8am-6pm
After Hours: Altru Emergency Department or Urgent Care

Incident Occurrence at Clinical Affiliation Site

Note: Students must also follow the individual clinical sites guidelines, and the appropriate clinical personnel should be informed of the injury. All follow-up documentation is required.
Medical Evaluation by Primary Care Provider or Emergency Facility

Step One - Evaluate Exposure Source
The student’s immediate supervisor where the incident occurred will take the necessary action to request a source patient (donor of the blood or body fluid exposure) lab test workup for bloodborne or biological pathogens.

Bloodborne Pathogen
- Assess exposure source status, if applicable.
- Obtain consent to test blood. If deceased, no consent necessary.
- Order an exposure work-up in accordance with state statutes, to include but not limited to rapid HIV, Hepatitis B surface Antigen (HBsAg), and antibodies to HCV (anti-HCV).
- Unknown Source: assess risk of exposed student to HBV, HCV and HIV infection.

Airborne Pathogen
- Assess exposure source status for tuberculosis (TB) or other potential biological pathogen, if applicable.

Step Two - Evaluate Exposed Person

Bloodborne Pathogen
- Assess current immunization status.
- Assess Hepatitis B vaccine and vaccine response status.
- Assess HBV, HCV, and HIV immune status.
- Order baseline testing for HIV, HCV, anti-HBs (if applicable).
- Draw a 10 mL clot tube of blood, spun and separated. Transport serum on ice to UND Student Health Services for storage. (Address available on Quick Form 1)

Airborne Pathogen
- Assess current immunization status.
- Assess for Tetanus-Diphtheria vaccination (Td) or other airborne pathogen, if applicable.
- Assess for current tuberculosis screening status, if applicable.
- Order TB testing, if applicable.

Step Three - Determine Need for Post Exposure Prophylaxis

Bloodborne Pathogen
- Factors to consider for post exposure prophylaxis include the type of exposure, type and amount of fluid/tissue, infectious state of the source, and susceptibility of the exposed student.
- Prophylaxis should be started as soon as possible after HIV exposure, preferably within the first hour.
- Hotline for Medical Providers
  - The National Clinicians’ Post Exposure Prophylaxis Hotline.
  - PEPline: 1-888-448-4911 (9am-2am EST)
  - Warmline: 1-800-933-3413
  - Perinatal HIV Hotline: 1-888-448-8765
  - Website: http://www.nccc.ucsf.edu/about_nccc/pepline/

Airborne Pathogen
- Follow appropriate prophylactic treatment, if applicable.
Step Four – Follow-up Care
The student is responsible for obtaining follow-up care from their personal physician as recommended during their evaluation.

3. Post-Exposure Mandatory Reporting

Completion and routing of SMHS Bloodborne & Biological Pathogen Exposure Incident Evaluation & Reporting (Form 1 & 2) are required within 24 hours of the exposure event.

Report Routing

<table>
<thead>
<tr>
<th>Student Quick Form 1</th>
<th>SMHS Deans Office</th>
<th><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>UND Incident Reporting Form 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The student’s immediate supervisor must electronically submit this form within 24 hours. Form 2 is located at UND Campus Safety website: <a href="http://und.edu/finance-operations/environmental-health-and-safety/forms.cfm">http://und.edu/finance-operations/environmental-health-and-safety/forms.cfm</a>. Click the [SMHS only] button on the bottom of the form to notify appropriate UND contacts.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Incident Investigation & Report Routing

The SMHS Program Directors will be required to:

- Investigate the incident (UND Incident Investigation Form 3), verify completion of Forms 1 & 2, verify Student Health has received the student’s blood sample, and route appropriate incident reports to UND Environmental Health & Safety.
- UND SMHS Programs are required to retain a record of the exposure incident for 30 years post-graduation.

RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Student</th>
<th>Immediate Supervisor (Clinical Site Supervisor and/or Preceptor)</th>
<th>Program Director</th>
<th>Chief of Staff, SMHS</th>
<th>Student Health Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report the exposure incident</td>
<td>Provide assistance to the exposed student to:</td>
<td>Investigate the exposure incident.</td>
<td>Notify appropriate program directors of incident exposure.</td>
<td>Receive exposed student’s sample and store for 90 days.</td>
</tr>
<tr>
<td>Seek immediate and follow-up care.</td>
<td>Obtain immediate care and medical evaluation.</td>
<td>Verify completion of reports and appropriate routing.</td>
<td>Forward reports to the appropriate program director for the incident investigation.</td>
<td></td>
</tr>
<tr>
<td>Complete required reports.</td>
<td>Complete reports within 24 hours.</td>
<td>Verify blood sample arrival at UND Student Health.</td>
<td>Retain record of the incident.</td>
<td></td>
</tr>
<tr>
<td>Route to appropriate contacts.</td>
<td>Transport the student’s blood sample to UND Student Health Services.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FORMS</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMHS Bloodborne &amp; Biological Pathogen Exposure Student Quick Form (Form 1)</td>
<td><a href="http://www.med.und.edu/policies/_files/docs/quick-form-1.pdf">http://www.med.und.edu/policies/_files/docs/quick-form-1.pdf</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UND Incident Reporting Form (Form 2)</td>
<td><a href="http://und.edu/finance-operations/environmental-health-and-safety/forms.cfm">http://und.edu/finance-operations/environmental-health-and-safety/forms.cfm</a></td>
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<tr>
<td>UND Incident Investigation Form (Form 3)</td>
<td><a href="http://und.edu/finance-operations/environmental-health-and-safety/forms.cfm">http://und.edu/finance-operations/environmental-health-and-safety/forms.cfm</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Bloodborne &amp; Biological Pathogen Exposure Release Form (Refusal of Care) (Form 4)</td>
<td><a href="http://www.med.und.edu/policies/_files/docs/refusal-of-care-form.pdf">http://www.med.und.edu/policies/_files/docs/refusal-of-care-form.pdf</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REVISION RECORD
Step One – Immediate Care (within 1 hour of incident)

- Exposure through a puncture/wound, cleaned with soap and water for 15 minutes.
- Exposure through eye or mucous membrane, flushed with water or saline for 15 minutes.
- Student reports incident to immediate supervisor.
- Student obtains a copy of “Bloodborne & Biological Pathogen Exposure Quick Form 1”.
- Transport to appropriate health care provider is discussed and facilitated with the student’s immediate supervisor.

<table>
<thead>
<tr>
<th>Exposed Student Name and Contact information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Patient Name or Identification</td>
<td></td>
</tr>
<tr>
<td>Incident Description</td>
<td>Include type and amount of fluid, type of device if puncture or wound, type and severity of exposure.</td>
</tr>
<tr>
<td>Geographical Location of the Exposure Incident</td>
<td></td>
</tr>
<tr>
<td>Student’s Immediate Supervisor where incident occurred. Contact Information</td>
<td></td>
</tr>
</tbody>
</table>

Upon Completion of Page 1
Route to SMHS Dean’s Office, Judy Solberg, judy.solberg@med.und.edu
Step Two - Post Exposure Risk Determination & Medical Evaluation within 2 hours

- Student has obtained a medical evaluation.
- Exposure incident has been communicated to UND SMHS.

Step Three - Mandatory Reporting within 24 hours

- UND Incident Reporting Form (Form 2) completed and electronically submitted by the immediate supervisor.
  Link to Form 2 (Click [SMHS only] button) UND Campus Safety Incident Report:
- Lab testing/workup of source patient ordered by immediate supervisor.
  - Lab tests ordered on source: HBsAg, anti-HCV, rapid HIV, or TB.
- Testing/workup results on source serum reported to the student’s health care provider.
- Bloodborne Exposure:
  Sample of student serum is drawn, separated, frozen and shipped by the student’s health care provider for storage at UND Student Health Services for 90 days.
  Address: UND Student Health
  Attention: Laboratory Supervisor
  100 McCannel Hall
  2891 2nd Ave. N Stop 9038
  Grand Forks, ND 58202
- SMHS Bloodborne & Biological Pathogen Exposure Release Form (Refusal of Care) (Form 4) completed by the student, if applicable.

Date of Exposure ________________  Student can assume normal tasks.
Time of Exposure ________________  Student unable to assume normal tasks.
Immediate Supervisor Signature/Date  Student requires restrictions.

Specify:

(Verifying the Incident)

Student Signature/Date  Health Care Provider Signature/Date

(Verifying the Incident)  (Verifying the Consult)

Upon completion of Page 2, Route to SMHS Dean’s Office, Judy Solberg, judy.solberg@med.und.edu
Student Bloodborne & Biological Pathogen Exposure- RELEASE FORM (Refusal of Care) Form 4

I understand that due to my bloodborne or other potential infectious material exposure I may be at risk of acquiring HIV, HBV, and HCV, or other potential infectious pathogens.

I have been informed that it is the standard procedure after a bloodborne exposure incident to be tested for HIV, HBV, and HCV infection immediately. However, I decline to be tested for HIV, HBV, and HCV. I am signing this release form in full recognition and appreciation of the dangers, hazards and risks of not being tested for bloodborne pathogens or other biological infections.

I understand by signing this release, I am releasing and holding harmless the clinical affiliation site ____________________________ and the University of North Dakota, their governing boards, officers, employees and agents from any and all liability, claims and actions arising out of this incident.

I recognize that this release means that I am giving up, among other things, the right to take legal action against the clinical affiliation site ____________________________ or the University of North Dakota, their governing boards, officers, employees and agents for injuries, damages or losses I may incur. I also understand that this release bind my heirs, executors, administrator, and assigns, as well as myself.

I understand that I may be potentially exposed to a communicable pathogen, I may be a potential hazard to patients, and I may be suspended from a clinical affiliation and/or program.

Student Signature ____________________________ Date ________________

Student Name (print) _______________________________________

Witness Signature ____________________________ Date ________________

Witness Name (print) _______________________________________

Route to SMHS Dean’s Office, Judy Solberg, judy.solberg@med.und.edu
ESSENTIAL FUNCTIONS FOR ADMISSION AND RETENTION CERTIFICATION STATEMENT

Please check one of the certification choices below. Sign, date, and return this form to the program with your letter accepting the offer of admission. If you believe that you do not meet one or more of the essential functions, or if you have questions about them, please contact the program director.

☐ I certify that I have read and understand the University of North Dakota's Histotechnician Program Essential Functions for Admission and Retention and that I meet each of these standards.

Signature ____________________________  UND Student Number ____________________________

Printed or Typed Name ____________________________  Date ____________________________

☐ I believe that I could meet the Essential functions with accommodation. I will contact the Program Director to determine whether reasonable accommodation can be made.

Signature ____________________________  UND Student Number ____________________________

Printed or Typed Name ____________________________  Date ____________________________
STUDENT SIGNATURE PAGE
I have read and agree to abide by the University of North Dakota Histotechnician policies as stated in the Student Orientation Handbook.

___________________________________________  __________________________
Student Name – Printed                              Date

___________________________________________
Student Signature

___________________________________________  __________________________
I give permission to the University of North Dakota to release information from my student files for purposes of job or educational opportunities and/or advancement.

Student Name – Printed                              Date

___________________________________________
Student Signature