

**University Hospital/UT Health**  
**Histotechnology Training Program**  
**Rules, Regulations & Professional Behaviors**

1. Being notified of the laboratory work hours, the trainee will comply by arriving for duty on time. (Tuesday through Friday; 8:00-4:30pm)
2. Realizing the importance of laboratory work schedules, the trainee will begin assigned activities at once.
3. The trainee will display consideration and common courtesy toward other trainees and employees.
4. When given a work assignment, the trainee will organize work and maintain a clean work area. Trainees understand that solutions that are emptied need to be made up and properly labeled.
5. When given a work assignment, the trainee will read or listen to directions carefully and respond correctly.
6. To complete assigned tasks, the trainee will concentrate on the tests to be performed until completion and disregard outside distractions.
7. Trainees will make use of available time by reading assignments or other pertinent material and by seeking answers to questions. Also, trainees will have access to the library at the UT Health and are able to read articles in any of the journals that pertain to histology.
8. When procedures are assigned, the trainee will discuss protocols necessary for proper performance.
9. When questioned about previously presented material, trainees will demonstrate understanding of the material by responding correctly to the questions.
10. Trainee/instructor relationships are important to learning. Trainees are encouraged to discuss techniques or subject matter with instructors.
11. Trainees should accept the responsibility of meeting work deadlines and priority procedures and respond accordingly.
12. Trainees are encouraged to exhibit good practical judgment.
13. Trainee should seek additional knowledge or skills when time permits.

## **Rules & Regulations Laboratory Policies**

1. **APPEARANCE, DRESS:** Hospital scrubs with closed shoes. Closed shoes and clothing must be clean, neat, and in good taste. Wear protective clothing when needed.
2. **ILLNESS OR EMERGENCIES:** Should you be absent without prior permission; you must call in by 7:30 A.M. and talk to the Program Director and Clinical Rotation Supervisor. If you become ill during the day, report to appropriate supervisors.
3. **ATTENDANCE SHEETS:** Records of your attendance are kept in your permanent file.
4. **LUNCH TIME:** Your lunchtime will be arranged to facilitate the work schedules.
5. **BREAK TIME:** Your break time will be arranged to facilitate the work schedules.
6. **LEAVING LABORATORY AREA:** If you leave the area, please inform the technologist as to your location. Return as quickly as possible.
7. **EATING IN LABORATORY:** There will be no eating or drinking in the laboratory.
8. **SMOKING:** There will be no smoking in the laboratory. This is a smoke-free campus and there are no smoking areas.
9. **BORROWING LABORATORY BOOKS:** Return all books daily. Sign checkout sheet in laboratory.
11. **PERSONAL INJURIES:** Report immediately to supervisor or technician in area.
12. **INSTRUMENT NOT OPERATING PROPERLY:** Report immediately to supervisor.
13. **TELEPHONES:** The laboratory phone is primarily for business calls. Personal calls will be limited to breaks and lunch. Answering or using your cell phone in the laboratory is prohibited. The phone number for emergencies is 210-567-4061.
14. **ANSWERING TELEPHONE OR INTERCOM:** Identify Department/ Name Conduct conversation professionally and courteously. You represent customer service to doctors, nurses, histologists, secretaries, patients, etc.

**University Hospital/UT Health  
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**Rules & Regulations  
Lectures & Clinical Rotations**

Trainees must:

1. Attend all scheduled lectures and laboratory assignments.
2. Will complete all study guides prior to scheduled lectures.
3. Will be prepared for all scheduled examinations and laboratory assignments.
4. Satisfactory completion of clinical rotation experience is mandatory for all trainees. The clinical facility has the right to remove a trainee and thus terminate the clinical experience if they are not satisfied with the trainee's attitudes, attendance, unethical behavior, or academic performance in the facility. Trainees can be dismissed from the Histology Program at any time if patient care is compromised due to a trainee's negligence handling patient cases.
7. **Complete** trainee projects:
  - a. Laboratory assignments
    1. Cutting control tissues
    2. Routine staining
    3. Special stains
  - b. Research Paper/Oral Presentation
8. **Complete** in-house practical exam slides as required for completion of the program.
9. Return all teaching materials on loan from the program.
10. Return all teaching critiques upon completion of rotation.

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**Rules & Regulations**

**Grading**

Trainees will be continuously evaluated and informed of test scores. Trainees can be dismissed according to the following guidelines:

1. Trainees must keep a **70.0+ average** on Histology Examinations. If a 70.0 average is not met; trainee will be counseled and allowed a repeat Histology Exam to bring up their Histology Exam average to 70.0. If this criterion is not met, trainees may be dismissed by the Program Director.
2. Trainees will be immediately dismissed by the Program Director at **Mid-Term** if their Histology Examination Average is not **70+**.
3. Final GPA for the trainees will be determined by the following percentages and scale.

**Weighted Percentages**

Gross & Microanatomy	5%
Oral Presentation	5%
Final Examination	20%
Clinical Rotation Evaluation	20%
Histology Exam Average	50%

**Scale**

90-100	A
80-89	B
70-79	C
60-69	D
-59	F

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**RULES & REGULATIONS**

**Attendance**

1. Absences of each trainee are recorded without exception from the enrollment date. A trainee absent more than 5 days in the program may be dismissed by the Program Director from the Histology Training Program.
2. Realizing the importance of laboratory work schedules, the trainee will give sufficient notice in advance of an absence to allow for schedule changes. Verification of absences will be required; extenuating circumstances will be evaluated on an individual basis. Absences occurring without notification to the laboratory may result in dismissal of the trainee.
3. Trainees are required to be in attendance for all scheduled lectures and laboratory assignments.
4. Early departure from lectures, exams, or clinical rotations are forms of absenteeism. Tardiness is unacceptable because it is disruptive to the lectures, exams, and clinical rotations that trainees attend. Trainees will be counted late on their attendance sheet if they arrive after 8:00am and five tardies will constitute an absence.

**Incentives for Meeting Attendance Requirements**

1. The 1-week Christmas Holiday Break will only be allowed if trainees have only missed 3 days (24 hours or less). Travel plans will have to be arranged accordingly to the trainee's attendance record and approval of the Program Director. At that time, the trainee will be scheduled to attend the clinical rotation at UT Health and will observe the scheduled holidays for UT Health.
2. The Spring Break Holiday in April 2017 will only be allowed if trainees have only missed 5 days (40 hours) or less at the scheduled time of Break. At that time, the trainee will be scheduled to attend the clinical rotation at UT Health. There are not any scheduled holidays in April 2018 for UT Health.  
A trainee will meet with the Departmental Administrator at this time to discuss continuation in the program.
3. Absences resulting in more than 40 hours of missed time during the year will result in mandatory Monday attendance for the rest of the training program.

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**Rules & Regulations Agreement**

I hereby acknowledge that I have read the University Hospital/UT Health Histotechnology Trainee Handbook and understand the contents. I am aware of the essential functions and policies for progression in and completion of the program.