

COLLEGE OF HEALTH PROFESSIONS
CYTOLOGY

STUDENT HANDBOOK



2024-2025 Academic Year

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UAMS CYTOLOGY PROGRAM

Mission Statement

The Cytology Program of the Department of Laboratory Sciences in the College of Health Professions is dedicated to providing students with the appropriate education and training necessary for the development of entry-level competencies in all areas of Cytology laboratory. Graduates of the Cytology Program will be prepared to sit for the national certification examination and will be prepared to practice as ethical and competent professionals. In keeping with the mission of the College of Health Professions, the Cytology Program will also be actively involved in scholarly activities and professional service including the development and delivery of continuing education to appropriate clinical laboratory professionals.

Program Goals

The overall goal for the Cytology Program is to provide quality instruction and professional education in the field of cytopathology, preparing Cytologists who are competent in the cognitive, psychomotor, and affective learning domains necessary to enter the profession. With this goal, graduates of the Cytology Program will:

- Be qualified as competent entry-level cytotechnologists
- Demonstrate entry-level proficiency in microscopic identification and significance assessment for routine cytology specimens
- Provide accurate internal/external cytology evaluation and reporting in compliance with specimen types.
- Demonstrate entry-level proficiency in cervicovaginal cytology evaluation, balancing a high level of accuracy with timely reporting.
- Demonstrate a working knowledge of laboratory techniques and laboratory operations.

Accreditation Information

The UAMS Cytology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

CAAHEP Address:

9355- 113th St. North #7709
Seminole, Florida 33775
727-210-2350

UAMS Cytology Program Initial Accreditation Date: **April 25, 1982**

UAMS TELEPHONE NUMBERS

Department of Laboratory Sciences

Laboratory Sciences Office	501-686-5776
Dr. Nathan Johnson, Chairman	501-686-8443
Ms. Shayla Stinnett, Program Director	501-296-1059
Mr. Andrew Prince, Faculty	501-686-5618
Ms. Gloria Johnson, Executive Assistant	

College of Health Professions

Dr. Susan Long, Dean	501-686-5731
Dr. Tine Maddox, Associate Dean for Academic Affairs	501-686-6854
Ms. Phyllis Fields, Associate Dean for Student Affairs	501-686-6856
Ms. Jessica Stahulak, Associate Dean of Administration	501-686-6852
Mr. Rob Tolleson, Student Service Specialist	501-686-5730

Additional Contacts

Financial aid	501-686-5451
Treasurer's office	501-686-6126
Student and employee health	501-686-6565
Campus police	501-686-7777
IT (password reset)	501-686-8555

CLINICAL AFFILIATIONS

The Cytology Program is affiliated with many private and hospital laboratories throughout the United States. Students enrolled in the Cytology program gain experience during rotations at sites which generously provide this valuable service. The list of current clinical affiliations is ever changing and growing. For a complete & current list of affiliates, please see the Cytology Program Director.

GENERAL POLICIES, RULES & REGULATIONS

Students must adhere to policies mandated by the University of Arkansas for Medical Sciences, the College for Health Professions, the Department of Laboratory Sciences, the Cytology Program, and the clinical sites to which they are assigned. Refer to the [UAMS Academic Catalog](#), the [UAMS Academic Affairs](#) and the [College of Health Professions Policies and Procedures Guide](#) for additional policies, procedures, and information.

If a situation arises during a lecture or lab course, the student should attempt to resolve the problem with the responsible faculty member. If a situation arises during a clinical experience course, the student should work with the Laboratory Manager at the clinical site to resolve the situation and

notify the Cytology program director. If the situation persists, the student should contact the program director to schedule a conference. UAMS academic affairs policies apply.

Background Check and Drug Screens for Applicants and Students

The purpose of this policy is to establish guidelines and procedures for conducting criminal background check(s) and drug screens for applicants who have been offered admission or students enrolled in a College of Health Professions program. The policy can be found at the following link: <https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2021/10/policy-library-02.12.02-background-check-policy-revised-2021-10-13.pdf>

UAMS Student Health Insurance Requirement

Students enrolled at the University of Arkansas for Medical Sciences are required by University of Arkansas Board policy (Policy 1260.1) to have health insurance coverage at all times. The proof of personal health insurance process is required every semester in which a student is enrolled. The responsibility for obtaining health insurance coverage rests with the student. The policy can be found at the following link: <https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2018/12/UAMS-Student-Health-Insurance-Requirement.pdf>

Student Health Screening/Immunization Requirements

The Cytology program adheres to the UAMS Student Health Screening 1.4.2. The purpose of this policy is to help minimize potential exposure to infectious disease for or by UAMS students who are enrolled in classes at UAMS. The policy can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2023/09/1.4.2-Student-Health-Screening-2023.09.01.pdf>.

Student Accommodations Policy

The Cytology program adheres the UAMS Student Accommodations Policy 2.2.5. The University of Arkansas for Medical Sciences is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to their disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities. The purpose of this policy is to define the process students should follow if accommodations in an academic setting are needed due to a disability. The policy can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2022/03/2.2.5-Student-Accommodation-Policy-2022.02.28.pdf>

HIPAA Education and Training Policy

The Cytology program adheres to the UAMS HIPAA Education and Training Policy 2.2.15. The purpose of the policy is to ensure that the University of Arkansas for Medical Sciences (“UAMS”) Workforce is properly educated and trained to protect the privacy and security of patients’ health care information. The policy can be found using the following link: <https://hipaa.uams.edu/wp-content/uploads/sites/136/2020/12/2-1-15-HIPAA-Education-and-Training-Dec-2020.pdf>

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Cytology program adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA), UAMS Policy 2.1.2. FERPA affords all students in higher education institutions certain rights with respect to their education records. Some of these rights are only applicable to students over 18 years of age. The policy can be found using the following link:

<https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2022/09/2.1.2-UAMS-FERPA-Policy-2022.09.12.pdf>

Student Academic Professional Standards

The Cytology program adheres to the College of Health Professions Student Academic Professional Standards Policy 02.00.02. The Student Academic Professional Standards encompass principles that embody the ethical foundation of health professions practice. Students are expected to maintain unwavering integrity in all professional interactions. To achieve this, students should show a dedication to fulfilling their professional duties and adhering to ethical principles. The policy can be found using the following link:

https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2024/01/Academic-Prof-Standards-Policy_FINAL_1-11-24.pdf.

Artificial Intelligence Generative Tool Use Policy

The Cytology program adheres to the UAMS Artificial Intelligence Generative Tool Use Policy 2.1.6. The policy aids in clarifying the use and misuse of artificial intelligence generative tools at UAMS. The policy can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2024/02/2.1.6-UAMS-AI-Policy-2024.02.09.pdf>

Scholastic Dishonesty Policy

The Cytology program adheres to the College of Health Professions Scholastic Dishonesty Policy 01.000.02. Scholastic dishonesty can undermine the educational process by distorting the true academic performance of individual students and jeopardizing the success of their entire educational program. The policy can be found at the following link:

https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2024/01/Scholastic-dishonesty-policy_FINAL_1-11-24.pdf

Student Academic Appeals Policy

The purpose of the College Health Professions Student Academic Appeals Policy, 01.15.01, is to provide students with an opportunity to dispute the charges and/or penalties related to an academic issue. The appeal procedures below provide opportunities for students to request a review of decisions made by the Cytology program faculty, submit information not previously available or suggest alternative remedies. The policy can be found at the following link:

https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2024/01/Student-academic-appeal-policy_FINAL_1-11-24.pdf.

Student Leave of Absence Policy

The Cytology program adheres to the UAMS Policy 2.2.10. A Leave of Absence (LOA) is an officially approved period of time during which a student is not enrolled in regular coursework, but is not discontinued from a program of study, and has a predetermined date of anticipated return to regular study. An LOA may have significant implications not only for student academic

progression, but also for institutional reporting, financial aid and veterans' benefits. This policy defines three categories of LOA and helps to ensure consistent practice, compliance with federal student aid guidelines, and accurate enrollment reporting to state and national agencies. The policy can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2022/08/2.2.10-Student-Leave-of-Absence-Policy-2022.07.26.pdf>.

Non-discrimination Statement

The Cytology program adheres to the UAMS Policy 2.1.3, Non-discrimination Statement. The policy can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2023/06/2.1.3-Non-Discrimination-Statement-2023.06.14.pdf>

Student Code of Conduct Policy

The Cytology program adheres to the UAMS Student Code of Conduct Policy 2.2.14. The Student Code of Conduct Policy sets forth behavioral standards for students to follow as they live, study, work, and pursue their educational goals in a safe and secure learning environment at the University of Arkansas for Medical Sciences. The Code reflects expectations based on values essential to a flourishing academic environment, such as honesty, integrity, respect, and fairness. The policy can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2023/12/2.2.14-Student-Code-of-Conduct-2023.11.17-1.pdf>.

Administrative Withdrawal and Dismissal Policy

The Cytology program adheres to the UAMS Administrative Withdrawal and Dismissal Policy 2.2.13. The Associate Provost for Academics may administratively dismiss or withdraw a student (excluding College of Medicine (COM) students) and place them on an institutional leave of absence for failure to comply with a UAMS Administrative Guide or Academic Affairs policy excluding behavior addressed by the Academic Affairs 2.2.14 Student Code of Conduct policy. The Administrative Withdrawal and Dismissal Policy 2.2.13 can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2024/03/2.2.13-Administrative-withdrawal-and-dismissal-policy-2024.03.14.pdf>

Complaint Policy

If a student has a non-academic complaint that is not covered under one of the policies listed below, then they would follow the process for non-academic complaints described in Academic Affairs Policy 2.2.9 Formal Complaint Resolution Policy. If the efforts to resolve a complaint informally are not successful, students must file a formal complaint within 30 days following the incident via the [online complaint form](#). This form is only for student complaints. The policy can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2022/11/2.2.9-Formal-Complaint-Resolution-Policy-2022.11.10.pdf>

CHP Non-cognitive Performance Standards

Students are accountable for conducting themselves as responsible adults. Please refer to section 7.0 of the CHP Student Catalog.

Non-cognitive performance standards are a set of principles reflecting the ethical foundation of health professions practice. The student must strive toward unquestionable integrity in all professional relations. In order to pursue this goal, students should demonstrate a commitment to

carrying out professional responsibilities and an adherence to ethical principles. The following non-cognitive performance standards should be utilized as a guide toward these future goals.

Failure to comply with the requirements of any of the following standards or other policies in the College of Health Professions Catalog may result in a conference with the Cytology program director, department chairman, dean, or designee. Should the situation warrant immediate action, the Cytology program director, department chairman, dean, or designee, may recommend the student be placed on probation or dismissed from the College. The following is a description of the scholastic, non-cognitive performance responsibilities of a student enrolled in the College of Health Professions:

Attentiveness: The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for class, labs, and clinics and stays until the end of time period. The student is alert during classes and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor: The student has a positive, open attitude towards peers, faculty, and others during the course of studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity: The student functions as a responsible, ethical, law-abiding adult.

Cooperation: The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health care team, giving and accepting freely in the interchange of information.

Inquisitiveness: The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility: The student has performance in his/her chosen health professions program as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority: The student shows appropriate respect for those placed in authority over him/her both within the University and in society.

Personal Appearance: The student's personal hygiene and dress reflect the standards expected of a professional health care provider.

Communication: The student demonstrates the ability to communicate professionally and effectively verbally, nonverbally, and in writing with peers, faculty, patients, and others.

Confidentiality: The student exhibits respect for privacy of all patients and patients' family members. The student demonstrates restraint when utilizing social media (Twitter, Facebook, or other social media site) and, at no time, communicates information that could lead to exposure of

patient identity. The student is aware that specific patient data discussed in a specified time frame may be sufficient information to identify a patient. The student follows all directives of the UAMS Social Media Policy found in the catalog.

Professional Role: The student conducts self as a professional role model at all times and in compliance with rules and regulations regarding professional conduct of the specific health profession in which one is enrolled. The student demonstrates the personal, intellectual, and motivational qualifications of a professional healthcare provider.

Judgment: The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

Civility: The student understands that civility is an authentic respect for others that requires time, attention, a willingness to engage in open communication, and the intention to seek agreement. The student demonstrates respect for all. The student will not harass any individual physically, verbally, psychologically, or sexually. The student exhibits respect for the institution they have chosen to attend by demonstrating written, verbal, and electronic communication that is diplomatic, non-threatening, and reflects accountability. The student follows all directives of the UAMS Social Media Policy found in this catalog.

Moral Standards: The student respects the rights and privacy of other individuals and does not violate the laws of our society.

Ethics: The student conducts self in compliance with one's professional code of ethics.

Inclement Weather Policy

The University of Arkansas for Medical Sciences (UAMS) campus has an [inclement weather policy](#). If UAMS implements its inclement weather policy, detailed announcements will be emailed to employees and students, communicated through local media and posted on uamshealth.com, www.uams.edu and the [UAMS intranet](#). In addition, students should look for emails from Cytology faculty in regard to the rescheduling of classes and possible on-line options.

Safety

Students must adhere to all safety policies mandated by the university the department, and clinical sites. These includes all divisions of the [UAMS Occupational Health and Safety](#) department, the safety policies required by the Occupational Safety and Health Act and by the Centers for Disease Control. If there is a conflict between the policies and/or the practices of the department and those of the hospital to which the student is assigned, the more stringent policy must be followed. Failure of clinical staff to follow safe practices does not excuse students from adhering to mandated policies.

Student Employment

It is recommended that full-time students not work during the Cytology program. Those who do work (whether full or part-time) must adhere to program policies regarding attendance and completion of assignments. Students may not work during clinical experience hours.

Professional Behavior

Students are expected to conduct themselves in a professional and responsible manner. Other areas covered by professional and responsible behavior include ethical and moral behavior and professional judgment and behavior. Students will be evaluated for adherence to the norm as defined by the behavior deemed appropriate for all medical laboratory science staff and appropriate to the student's educational level. (See CHP Catalog and course syllabi.) If performance is judged by the faculty to be unsatisfactory, the student will be either placed on probation or dismissed from the Cytology program depending on the seriousness of the inappropriate behavior. A single confirmed charge of lying on the application, cheating, or falsifying laboratory results will lead to dismissal from the Cytology program.

Consent to Release Educational Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords all students in higher education institutions certain rights with respect to their education records. Some of these rights are only applicable to students over 18 years of age. The student has the right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. When program faculty have been contacted to release educational records, the request must be accompanied by a completed *Consent to Release Academic Performance Records form* by the student/graduate. Forms can be pre signed by the student or graduate and a kept on file.

Recordings of Lectures

Lecture and lab presentations are the intellectual property of the faculty and may not be recorded. Recorded lectures/labs may only be posted in UAMS Blackboard courses or on websites or other locations approved by the College of Health Professions. Students are prohibited from providing or distributing these materials in any manner – print, electronic, or any other media, including links to these materials to anyone outside of their UAMS classes.

Failure to abide by this policy may constitute a copyright infringement, fall under the Scholastic Dishonesty policy and may have legal consequences. Furthermore, failure to abide by this policy may result in disciplinary action including dismissal.

Student Complaint Resolution

If a student has a complaint, their first course of action is to discuss it with the specific course faculty. After this discussion if the issue remains unresolved, the student may discuss the concern with the Cytology program director. If warranted, the student may submit a Student Complaint Report. This begins the formal complaint process. The Cytology program will maintain a copy of the report in the student's file. If the complaint warrants further escalation, the reporting hierarchy would include the Laboratory Sciences Department Chair. Beyond this point, the student may wish to begin the grievance process. Refer to either the CHP Handbook or Catalog for information on the grievance procedure.

The Complaint Report form can be found on the following page.

Department of Laboratory Sciences
Cytology Program
Student Complaint Report

Student Name: _____

Complaint:

Faculty Reply:

Student signature

Date

Faculty signature

Date

*If the student thinks that the complaint has not been adequately resolved, they should take this form first to the department Chair. If warranted, the student may then contact the Associate Dean for Student Affairs.

Department Chair

Date

Assoc. Dean / Student Affairs

Date

Parking Information

1. War Memorial Stadium
 - Students are to park at the stadium. It is patrolled by UAMS Police.
 - Consult the UAMS Parking webpage for maps and Shuttle Bus pick-up locations
<http://www.uams.edu/parking/>
2. Shuttle bus service is available
 - Monday - Friday, 4:30 AM - 7:30 PM.
 - Shuttle buses run every 12-15 minutes.
 - Campus police will provide an escort after 7:30 PM.
 - Students should NOT park on side streets off campus.
3. Additional Parking Options and additional information is provided at the following link:
<https://www.uams.edu/campusopsstaging/depts/po/>

Student Honors & Scholarships

Dean's List

The Dean's list is the official medium for the college to recognize outstanding academic achievement by undergraduate students. Letters are sent out every fall, spring, and summer semester once grades are posted in the office of the University Registrar. To be eligible, a student must have completed a minimum of 12 letter-graded semester credits, achieved a minimum GPA of 3.70 for the semester, and maintained a cumulative program GPA of at least 3.50. For the purpose of determining the dean's list, the GPA is not rounded. A student who receives a mark of incomplete (I) or in progress (IP) will not be eligible for the dean's list for the semester in which the I or IP was received or remains. Dean's list only applies to undergraduate programs.

Graduation with honors

Students whose program grade point averages (PGPA) are 3.50 to 3.69 will graduate with honors from the CHP. Those students whose PGPA's are 3.70 or higher will graduate with high honors. PGPA is not rounded up; thus, a student must have a ≥ 3.50 or ≥ 3.70 in order to receive the honors or high honors designations.

The PGPA is computed after the end of the preceding fall semester for students likely to be eligible to participate in the following May Commencement (for listing honors recipients in the Commencement Program) and again at the end of each student's academic program (completion of all requirements for the degree).

If the PGPA falls below the requisite level for honors after computation for May Commencement, or if the PGPA subsequently rises to the honors level, the student's final program PGPA will be used to determine eligibility for honors or high honors. This means it is possible a student will be listed in the Commencement Program as receiving honors (due to the submission time for program listings) but will not actually be eligible by the

time Commencement occurs, or that a student eligible for honors at Commencement will not be listed because the requisite PGPA level was not reached until the end of spring or summer semester.

To ensure students who earn honors will be so notified and appropriately recognized in their records, students will be notified by mail at the end of their academic program if they have earned honors or high honors, and their final transcripts will list these awards.

Faculty Gold Key

This honor is considered to be among the most prestigious of those awarded in the College and at UAMS. The Faculty Gold Key is awarded to the outstanding student at the discretion of each department.

Wanda L. Culbreth Endowed Scholarship

This scholarship was established in 2006 in memory of Wanda L. Culbreth, a Cytologist and former director of the Cytology program. This scholarship was established by Mrs. Culbreth’s husband, Reverend Cecil Culbreth, as well as Mrs. Culbreth’s colleagues in the Department of Laboratory Sciences and in the Department of Pathology in the UAMS College of Medicine. Information about this scholarship can be found [HERE](#).

Eulalia S. Araoz Cytology Student Scholarship

This scholarship was established in 2013 in memory of Eulalia S. Araoz, a dedicated cytotechnologist who modeled professionalism and demonstrated attention to detail that only few will ever be able to attain. This scholarship was established by Mrs. Araoz’s husband, Dr. Carlos Araoz. Information about this scholarship can be found [HERE](#).

Program Curriculum

12-Month Program

Fall		
CYTO 41504	Introduction to Cytology	4
CYTO 41604	Gynecological Cytopathology I	4
CYTO 42603	Gynecological Cytopathology II	3
CYTO 41806	Non-Gynecological Cytopathology I	6
		17
Spring		
CYTO 42806	Non-Gynecological Cytopathology II	6
CYTO 41302	Molecular Diagnostics	2
CYTO 41001	Molecular Diagnostics Laboratory	1
CYTO 41704	Cytology Clinical Experience I	4
CTYO 41202	Laboratory Operations	2
		15
Summer		

CTYO 42705	Cytology Clinical Experience II	5
CYTO 41403	Comprehensive Cytopathology	3
		8
Program Total		40

Progression Policy

Program progression requires a grade of “C” or better in **every** course (lecture, laboratory, and clinical). A grade of “D”, “F” or a mark of “U”, “W” or “I” is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the Cytology program.

Grading Scale

For all didactic (lecture), laboratory, and clinical courses:

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
below 60%	=	F

Attendance Policy

Lecture & Laboratory Course Attendance Policy

- Daily attendance is captured in an attendance register.
- Students are expected to sign the attendance register upon arrival, noting the time. Upon departure for the day, students should note their departure time.
- Under no circumstances should a student sign the attendance register on behalf of another student.
- Attendance in lectures, microscope sessions, discussions, and laboratory are required. Students are responsible for all material presented during a missed class session. In case of emergency or anticipated long-term absence, students should notify the Cytology program director or in the event the program director cannot be reached, contact the Laboratory Sciences department office, 501-686-5776.
- **Student laboratory sessions that are missed will not be repeated. It is the student's responsibility to obtain and learn the content covered.**
- Most Cytology lecture exams are administered in Blackboard with Respondus Monitor and are open 24-48 hours. With this increased availability timeframe there will be no opportunity for makeup exams outside of emergencies. In the event of an emergency, the

course instructor must be notified immediately upon return and the makeup exam scheduled within 24 hours of return.

- Makeup exams will reflect the same course materials but may not be the same test that was initially administered.
- Retake exams are not permitted.
- Cell phones or other personal communication devices may not be used during class lectures, discussions, or microscope sessions. Silence devices upon entering the classroom. Excessive disruptions due to communication devices will result in disciplinary action.
- Personal communication devices cannot be used in lieu of calculators on exams.

Accumulation of Absences

Attendance is a matter of professionalism and demonstrates your respect for yourself, your classmates, and instructors. Therefore, if the instructor is presenting material you need to attend and actively participate in the session.

Accumulation of **2 absences in a course** will result in a meeting with the Cytology Program Director and/ or Chair of the department. If 3 absences are accumulated in one course, the final course grade may be lowered by a letter grade. More than 3 absences in a course may result in dismissal from the Cytology program.

Re-admission into the Cytology Program

Students who withdraw or are dismissed from the Cytology program for any reason and wish to reapply (if readmission is permissible under the circumstances in question) must do the following:

- Submit a letter of intent to the Cytology program director addressing how the student plans to address or has addressed any issues that may have been a factor in previous dismissals or withdrawals
- Complete an application by the published application deadline
- Provide any required information for admission that is not in the student's previous admissions file
- Update information as requested by the Admissions Office and/or the Cytology program

The following guidelines also apply:

- The Cumulative Grade Point Average (CGPA) is used to determine eligibility for admission and is based on all courses taken prior to the current application. The CGPA will be calculated on all courses taken to date, including those taken in the CHP prior to the reapplication.
- Readmitted students must take all courses in their regularly scheduled sequence.
- Clinical experience courses may only be repeated if appropriate clinical rotation sites are available for each repeated course. The Cytology program will make every effort to secure the needed clinical sites but cannot assure that they will be available. If appropriate clinical rotation sites cannot be arranged, the student will not be eligible to continue in the Cytology program.

Students NOT eligible for readmission are those who:

- Are dismissed from the Cytology Program due to unprofessional conduct as described in the CHP Catalog (see: Non-cognitive Performance Standards)
- Withdraw once and are dismissed once (in any order) from the Cytology program.
- Do not have the required CGPA.

Clinical Experiences

Assignments

Students will be assigned to clinical experiences at affiliate laboratories during the end of the fall semester. Preferences will be considered and honored to the extent possible; however, if more students select an affiliate than there are slots available, the designee/s for that area will be assigned using GPA determinant.

Those students selected to complete their clinical experiences in Little Rock may be assigned to any one of the affiliate locations in Little Rock. The Department of Laboratory Sciences reserves the right to make final assignments.

Attendance Policy

Required clinical experience attendance is eight (8.0) hours per day/40 hours per week with the exception of observed holidays and special Cytology program activities.

If a student is scheduled to be at an affiliate location, and will be tardy, absent, or must depart early, they are to notify the appropriate clinical instructor or laboratory manager the **morning of the expected tardy, absence, or early departure occurrence**. In addition, the Cytology program director should be notified as soon as possible. However, notifying the lab manager precedes notifying the program director. Do not expect the Cytology program director to notify the lab on your behalf.

- One absence and/or tardiness (less than 20 minutes late) from the clinical rotations will be made up at the discretion of the clinical instructors.
- **Any student who accumulates 2 absences or more during clinical experiences** will be required to meet with the Cytology Education Coordinator and Program Director, or Chair of the department. Final course grade may be lowered by one letter grade.
- **Students who accumulate a total of 4 absences during clinical experiences may be dismissed from the Cytology program.**
- *****If a student is asked to leave a clinical site for any reason, the student may be dismissed from the Cytology program.**

Clinical Experience Grading

In order to successfully complete this course, the student must:

- **Screen a minimum of 100 cases a week. *See Note Below**
- A goal of 40 accurately screened Pap preparations per day is an excellent goal to achieve for this first clinical experience.

- The daily goal for non-gyn cases is dependent upon 1) the availability of non-gyn specimens; 2) the number of slides per case; and 3) the level of difficulty of the specimen type screened.
- Complete the “cytopreparatory portion” during the UAMS rotation as applicable.
- Obtain at least 70% average of the total points awarded for this course.

***NOTE:** As the scope of the profession continues to grow and the need for ROSE, procedures, and other skills increases, this expectation may be waived for rotations as applicable.

Clinical Course grades are weighted as follows:

- Screening Evaluations = **75%** of total grade
- Case Presentation = **15%** of total grade
- Other = **10%** of total grade
 - Assignments
 - Accurate Completion of Documents
 - Professionalism
 -

The letter grade for the course will be determined as follows:

A= 100-90% B=89-80% C= 79-70% D=69-60% F= 59% or less

Students will receive up to five (5) points for each accurately screened case using the following Rubrics:

Grading of Pap Tests & Daily Performance Report												
Cytologist Dx												
	NIL	Reactive	ASCUS	AGUS	LSIL	ASCH	HSIL	AIS	SCC	ACA	UNSAT	
Student Dx	NIL	5	5	0	0	0	0	0	0	0	0	0
	Reactive	5	5	2	2	0	2	0	0	0	0	0
	ASCUS	3	2	5	2	2	3	0	0	0	0	0
	AGUS	3	2	3	5	0	3	0	0	0	0	0
	LSIL	0	0	3	2	5	3	2	0	0	0	0
	ASCH	0	2	3	2	3	5	2	2	0	1	0
	HSIL	0	0	0	0	2	3	5	3	1	1	0
	AIS	0	0	0	0	0	3	3	5	1	3	0
	SCC	0	0	0	0	0	0	3	2	5	3	0
	ACA	0	0	0	2	0	3	3	3	3	5	0
UNSAT	NOT COUNTED	0	0	0	0	0	0	0	0	0	5	
Overcalling or undercalling microorganisms will result in the loss of 1 point per organism per case.												
Any non-identified Herpes on a pregnant patient will result in the loss of 5 points.												
Neglecting to give an adequacy statement will result in the loss of 1 point per case.												
A trend of overcalling or undercalling TZ component will result in a loss of points.												
PD reserves the right to not count or to give a % of points based on an individual case												
***Neglecting to give an adequacy statement will result in the loss of 1 point per case.												
***Trend of missing endocervical component will result in loss of points												



Non-Gynecological Cases

		Cytologist Dx				
		Neg	Atyp	Susp	Pos	Non-diagnostic
Student Dx	Neg	5	1	0	0	0
	Atyp	2	5	2	1	0
	Susp	1	3	5	3	0
	Pos	0	1	3	5	0
	Non-diagnostic	NOT COUNTED	0	0	0	5

*Overcalling or undercalling microorganisms will result in the loss of 1 point per organism per case.

**A tendency to provide interpretations in an attempt to gain points will result in zero points for the case.

For example, a tendency to repeatedly call Atypical or Suspicious for Non-Gyn cases will result in a loss of points. Students will be notified of this trend BEFORE any action is taken so there is an opportunity to correct the trend before points are taken.

***For Gyn and Non-Gyn cases: In the event that the cytologist and pathologist disagree, the case will not be counted. The PD may give points for this scenario under certain circumstances.

Evaluation of Student Clinical Experiences

Student performance in clinical rotations is evaluated using the Clinical Affiliate Evaluation of Student form. One or more clinical instructors evaluate each student at the end of a rotation.

A copy of these forms can be found on the following pages.

UAMS CYTOTECHNOLOGY PROGRAM

TECHNICAL & PROFESSIONAL EVALUATION OF STUDENT
 (To be completed by Clinical Instructor)

This evaluation is to be filled out by each laboratory at the end of the student's clinical rotation. Through this evaluation and the comments provided will be used for the student's professional development, if this evaluation is not received by the program faculty, the student will receive an incomplete for this internship course.

Student Name: _____ Internship site: _____

Dates of Internship: From: _____ To: _____

Each criterion is to be rated on a scale of 1-5 using the following standards:

- 5 – strongly agree
- 4 - agree
- 3 - neutral
- 2 - disagree
- 1- strongly disagree
- NA - not applicable; no basis for judgment

Please circle the number that most closely reflects your evaluation of the student's performance. This graded scale begins with 1 as strongly disagree and moves upward to number 5 being strongly agree. N/A reflects statements that do not apply to this particular student.

Technical Evaluation

Category A- Cytopreparation

		<u>Strongly Disagree</u>			<u>Strongly Agree</u>			
A.1.	Select and perform appropriate cytopreparation methods: preparation, staining, sealing and/or labeling technique(s)	1	2	3	4	5	N/A	
A. 2.	Evaluate and solve problems encountered in cytopreparation: preparing, staining, sealing and/or labeling of specimens	1	2	3	4	5	N/A	
A. 3.	Understands the techniques of fixation	1	2	3	4	5	N/A	
A. 4.	Maintains good quality control in labeling the slides and matching them with the correct patient's requisition form	1	2	3	4	5	N/A	
A.5.	Can decide the best technique for preparation of a specimen	1	2	3	4	5	N/A	
A.6.	Has achieved accuracy and consistency in cover-slipping slides with skill, speed, and dexterity	1	2	3	4	5	N/A	
A.7.	Can fix, stain and interpret specimens by Diff Quik	1	2	3	4	5	N/A	
A.8.	Can perform special stains	1	2	3	4	5	N/A	

Comments:

Category B- Technical and Screening		<u>Strongly Disagree</u>			<u>Strongly Agree</u>		
B.1.	Organizes work efficiently and is able to complete a variety of tasks in a reasonable amount of time	1	2	3	4	5	N/A
B.2.	Maintains records and reports accurately and legibly	1	2	3	4	5	N/A
B.3.	Keeps work area neat and clean						
B.4.	Adheres to laboratory safety policies and procedures	1	2	3	4	5	N/A
B.5.	Completes work within a reasonable period of time and with decreasing supervision as experience is gained	1	2	3	4	5	N/A
B.6.	Willingly helps colleagues if they need assistance to complete their laboratory duties	1	2	3	4	5	N/A
B.7.	Interacts with patient and physician during FNA procedure in a professional and compassionate manner	1	2	3	4	5	N/A
B.8.	Is competent in performance of computer data entry and retrieval of information	1	2	3	4	5	N/A
B.9.	In cervicovaginal specimens, identify, mark and discriminate among the full range of cellular entities within normal limits and outside normal limits, including all interpretive categories included in the Bethesda System	1	2	3	4	5	N/A
B.10.	In non-gynecologic specimens, including FNA, accurately assess specimen adequacy	1	2	3	4	5	N/A
B.11.	In non-gynecologic specimens including FNA, identify, mark, and discriminate among the full range of cellular presentations and entities, including normal, infectious, reactive, benign and malignant, premalignant, therapeutic and technical entities and alterations	1	2	3	4	5	N/A
B.12.	Detect cellular manifestations of disease and develop a differential diagnosis based on cellular evidence in conjunction with: 1. Review of previous patient material 2. Correlation with current histologic/cell block specimens 3. An understanding of clinical data, significance of symptoms and/or modes of treatment	1	2	3	4	5	N/A
B.13.	Demonstrate ability to review histologic tissue sections or other adjunct diagnostic technologies as appropriate for cytologic diagnosis & cyto-histocorrelation, clinical correlation, and/or QC/QA	1	2	3	4	5	N/A
B.14.	Circle adjunct diagnostic technology(ies) that the student used and/or participated in during this internship. Use additional lines for description as needed.						
		<u>Image Analysis</u> <u>Immunochemistry</u>			<u>Flow Cytometry</u> <u>Molecular Diagnostics</u>		

Comments:

Professional Evaluation

Category C- Professional aptitude	<u>Strongly Disagree</u>					<u>Strongly Agree</u>	
C.1. Practiced discretion and confidentiality with lab & patient reports	1	2	3	4	5	N/A	
C.2. Accepted constructive criticism, modified behavior accordingly in response to supervision, followed directions carefully, showed maturity in dealing with problems	1	2	3	4	5	N/A	
C.3. Practiced honesty and integrity in daily duties; and truthfulness in relationships with peers and staff	1	2	3	4	5	N/A	
C.4. Practiced good interpersonal communication skills with peers, laboratory personnel and faculty	1	2	3	4	5	N/A	
C.5. Organized work in a logical manner; maintained work area and equipment in an efficient manner; budgeted time wisely; adjusted pace to internship and clinical laboratory requirements	1	2	3	4	5	N/A	
C.6. Demonstrated initiative and interest in learning and cytologic practice, e.g.: seeking out and using additional study slides and/or literature to review if/when daily laboratory workload is reduced.	1	2	3	4	5	N/A	
C.7. Demonstrated dependability in and accountability for the clinical experience and work environment, including scheduled attendance, punctuality, adherence to daily work schedules, prior notice for absences, assuring missed time was made up according to program requirements	1	2	3	4	5	N/A	

Comments:

Additional Comments:

1. Were there circumstances which might have affected the student's performance? Explain.
2. At this time, how would you rate this student for employment at entry level competencies on an overall evaluation?
 Highly recommended Not recommended
 Recommended Unable to evaluate

➤ Once evaluation is complete and is reviewed with student, please sign and date. Thank you.

Clinical Instructor Name: _____ Signature: _____

Student Name : _____ Signature: _____

Date: _____

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Student Evaluation of Clinical Experiences

At the conclusion of each clinical experience rotation, the student is given the opportunity to evaluate the rotation and clinical instruction. The feedback from the students provides the

Cytology program with information helpful in planning curriculum revisions and rotation scheduling. Below is an example of the clinical experience evaluation form. The evaluation form must be submitted at the conclusion of each rotation, or the clinical experience grade may not be released.

Cytology Program

Student Evaluation of Clinical Internship Site

Laboratory: _____ Date: _____

This evaluation is to be filled out by the student at the end of each clinical internship.

Though this evaluation and the comments provided will be used to assist the program with outcomes assessment, if this evaluation is not received by the program faculty, the student will receive an incomplete for this internship course.

Please circle the number that most closely reflects your evaluation of the student's performance. This graded scale begins with 1 as the poorest experience and moves upward to number 5 as being the best experience. N/A represents statements that are not applicable to this particular internship site.

		<u>Strongly Disagree</u>			<u>Strongly Agree</u>			
1.	Site was prepared for my arrival and my clinical experience.	1	2	3	4	5	N/A	
2.	Professional behavior was demonstrated in the laboratory.	1	2	3	4	5	N/A	
3.	Adequate supervision was provided; personnel explained procedures as needed; were available for questions.	1	2	3	4	5	N/A	
4.	Communication between lab personnel and me was beneficial and appropriate.	1	2	3	4	5	N/A	
5.	Lab resources (patients/ specimens/equipment/space, etc) were adequate.	1	2	3	4	5	N/A	
6.	My experiences at this site met Clinical Internship course objectives.	1	2	3	4	5	N/A	
7.	Site provided activities for me to minimize "down-time"; involved me in daily activities.	1	2	3	4	5	N/A	
8.	I was given practical feedback on the cases I evaluated.	1	2	3	4	5	N/A	
9.	Site was clean, free of clutter, and adhered at all applicable regulations (Proper disposal of waste, PPE, etc.).	1	2	3	4	5	N/A	
10.	Activities contributed to my knowledge and development of technical and microscopic skills.	1	2	3	4	5	N/A	

Comments:

(If your response to any Evaluation Statement is a 1, 2, or 3 – please provide feedback in the space below. Thank you.)

Daily Performance Report

The daily performance report serves as indication of the student's time spent during their clinical experience. Cytologists perform many duties that fall outside the screening and diagnosis role. This report serves the Cytology faculty and Cytology student to establish verification of additional tasks performed during clinical experiences. For each clinical rotation, the student should submit one performance report.

1. Fill out the Cytology Program Clinical Rotation Daily Reporting form **EACH DAY**. Failure to complete daily will result in missed points.
2. Fill out all portions of the form. Do not leave columns blank.
3. Each “OTHER” activity must be recorded on the “Activities outside of primary screening” portion of the form.
4. Complete one form for each **month** at a specific location.
 - a. If the month is split between two locations, you will need a form for both locations for that month.
5. Submit forms to Blackboard upon completion. Submit on the **final day** of the month and/or the final day of the rotation. **Failure to submit forms on time will result in a 15 point loss for each day the form is late.** Accurate and timely collection of data is a CLIA regulation.

Superscripts:

Non-Gyn slides screened¹: Enter the number of Non-Gyn sides screened. Each slide will be counted as one full slide, regardless of cellularity since we are also learning to differentiate Satisfactory from Unsatisfactory.

GYN slides screened²: Enter the number of GYN sides screened. Each slide will be counted as one full slide, regardless of cellularity since students are also learning to differentiate Satisfactory from Unsatisfactory.

Slides Reviewed³: All slides not considered “primary screening” should be counted here. Examples include any slide reviewed due to discrepancy, interesting cases, CAP slides, etc.

Time Spent Screening⁴: Calculate time spent screening **primary** slides

Time Spent Other Activities⁵: Calculate time spent on activities outside of primary screening

Total Time Worked⁶: Calculate the total time spent in the clinical rotation for the day. Time must equal the combination of Time Spent Screening and Time Spent Other Activities.

Slides per Hour⁷: number of slides screened/time spent screening (**primary slides only)

Example: 65 slides screened/7 hours spent screening = 9.3 slides per hour

Initials⁸: Daily Workload entries must be initialed daily.

Totals⁹: Calculate monthly totals for the following:

- Non-Gyn
- GYN
- Slides Reviewed
- Time Spent Screening
- Time Spent Other Activities
- Total Time Worked
- Slides per Hour (Monthly average)

Conclusion of Program

The majority of students will attend rotations outside of the UAMS main campus area during the final weeks of the Cytology program. A mandatory virtual meeting is scheduled for the last week of the summer semester in order to cover final instructions and course completions. All

paperwork, assignments and any other additional requirements are required to be completed by 5:00 pm on the final day of the CHP Summer semester schedule.

Employer Surveys

To ensure our program is effectively meeting the needs of employers, it is essential to gather feedback from those who hire our graduates. Upon completing the Cytology program and finalizing future positions, graduates are requested to provide follow-up information, including their employer's contact details. This information enables us to send surveys to the employers of our new graduates. The feedback collected through these surveys is crucial for identifying any necessary changes or additions to our program, ensuring it continues to align with the evolving demands of the job market and adequately prepares our students for their careers. CYTO 41403 Comprehensive Cytology Blackboard course collects employer information and/or follow-up information for graduates.