

Histotechnology

School of Health Professions
Community College of Baltimore County (CCBC)
Essex Campus

Admission Packet

2020 – 2021



Histotechnology

Welcome

On behalf of the School of Health Professions, thank you for your interest in CCBC's Histotechnology program. The program is designed to provide theoretical, laboratory and clinical (hands on experience in a work environment) which enables students to function in the health care environment as well as prepares them for the national certification examination. Histotechnology is a very rewarding field which has great employment opportunities.

I wish you the best with submission of your admissions application.

Sincerely,

Candice Grayson, M.S., M.A., MLS (ASCP)^{CM}
Program Director

Program Description

The A.A.S. degree program in Histotechnology is designed to prepare students to function in the highly complex arena of a histotechnology laboratory. Histotechnicians are integral members of the health care team. It is the job of the histotechnician to prepare sections of human tissues from biopsy or autopsy for microscopic examination by processing and cutting tissues, mounting them on slides, and staining them with special dyes for microscopic examination by a pathologist for the diagnosis of disease. Most histotechnicians work in hospital laboratories, medical research laboratories, veterinary or marine pathology, dermatopathology, pharmaceutical, and forensic laboratories.

The U.S. Department of Labor, Bureau of Labor Statistics projects that the employment growth will increase by 16% by 2024, much faster than the average for all occupations.

The Histotechnology program at CCBC offers the full range of clinical and didactic experiences for students who wish to practice as HTs. Students will complete clinical rotations in local hospitals and reference laboratories.

Accreditation

Graduates of the program will be eligible to sit for the Board of Certification examination given by the American Society for Clinical Pathology (ASCP). The program is seeking accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720, Rosemont, IL. 60018-5119; (773) 714-8880.



The Student handbook with policies and procedures specific to the program can be mailed to potential students upon request. Contact the Program Director for any questions or concerns.

Application Deadline

Rolling admission for a Spring start, closes December 15th or earlier if seats are filled.

Prerequisite Coursework

Prerequisites must be completed with a 'C' or better.

- BIOL 109 (or both BIOL 220/221)
- BIOL 110
- CHEM 107/108
- MLTC 101
- ENGL 101

Additional Coursework

These courses are not required to be completed by the admission deadline, however, they are recommended prior to program admission.

- BIOL 230
- ALHL 115

Admission Criteria

Admission to this program is competitive and selective, based on grades in prerequisite courses and general education courses. This program is now using a rolling admission process. Rolling admission will occur on the first come, first served basis for verified applications. Seats will be filled in the order verified applications are received. Applicants may be placed on the waitlist once seats are filled. If both the seats and the waitlist are filled, the application may be closed even before the stated deadline of closure.

Applicants must have a minimum overall GPA at CCBC of 2.00. In addition, selected applicants must participate in an interview with the program director and faculty. This program is offered only at the Essex Campus.

Steps for Application

1. Apply for admission to CCBC at www.cbcmd.edu.
2. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. Once you have your CCBC Student ID number, log into <https://shp.liaisoncas.com/applicant-ux/#/login> and apply to the **CCBC SHP HISTO** program by the application deadline. The **non-refundable** \$50 application fee is due at time of submission.
5. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the December 15th deadline.
6. Applicants will receive an **email** inviting them to complete the **CCBC SHP Supplemental application** once their program SHP CAS application has been verified. Instructions will be in the email.
7. Your application status updates are found in you SHP CAS application in the top tab entitled CHECK STATUS. Admission Decisions are emailed to the address used in your application.

TRANSCRIPTS

Official transcripts from ALL U.S. colleges/universities attended by the applicant, are required to be submitted to the SHP CAS **AND** to CCBC. AP and CLEP scores should be sent directly to the School of Health Professions Office. Please read these instructions carefully. Transcripts should be sent 4 – 6 weeks prior to the admission deadline.

- 1) SHP CAS Transcript Processing Center – there two ways to send official transcripts;
 - a) Electronically – If your school offers electronic transcripts, for example, Parchment, elect to send your transcript this way as it is more time efficient. Go into your student account on your college website and request copies of your Official Transcripts. You will be asked where to send the electronic copy, choose SHP CAS or something similar according to how your school has it listed.

You will also be asked for a Transcript Matching Number, on the transcript request form. This number is found in your SHP CAS application in the Academic History quadrant. Click on Colleges Attended. Under each college that you listed, is a blue button that says Transcript Matching Form, click on it. In the top, right hand corner of the form is a bar code, under the bar code is a series of numbers and letters. This number is the Transcript Matching Number, copy and paste it into the space on the electronic transcript request form.

- b) US Postal Service – You can use the mail system to send paper copies of your Official Transcript. Request from the institution(s) that you have attended, an Official copy of



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your transcript and have it sent to your home. A Transcript Matching Form must be sent with each transcript. The form is found in the Academic History quadrant of your SHP CAS application, in the Colleges Attended tab. Under each college that you listed, is a blue button that says Transcript Matching form, click on it. The form that comes up, must be printed out and wrapped around the unsealed, official, copy of your transcripts. Put all documents in an envelope and mail to the below address,

**SHP CAS Transcript Processing Center
P.O. Box 9134
Watertown, MA 02471**

2) CCBC Enrollment Services Center, Baltimore, MD

Additionally, ALL official U.S. College transcripts, **not including CCBC**, must be sent to the CCBC Enrollment Services Center. Directions can be found using this URL www.cbcb.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx

3) SHP Admission Office, Baltimore, MD

If you have CLEP scores, AP scores and/or an International College Transcript evaluation, the official score report or evaluation must be sent directly to our office. Do not send it to Watertown or to Enrollment Services. We will forward the report or evaluation once we have used it for admission consideration, to the appropriate group.

**CCBC School of Health Professions Admission Office
7201 Rossville Blvd.
Carol Diane Eustis Center for Health Professions Building
Suite 102
Baltimore, Maryland 21237**

4. All applicants are responsible for checking to see that their official transcripts have been received in the appropriate locations.
- a. SHP CAS – log into your applications and select the Check Status tab in the upper right corner. If you have a concern, select the blue question mark at the top of your application and follow the prompts.
 - b. CCBC Enrollment Services – Log into your SIMON account to determine if your transcripts have been received and to review your transfer of credit.
 - c. Applications missing transcripts will not be considered for admission.



Admission Response

Admissions decisions are emailed to applicants once interviews have been completed. Emails are usually sent two weeks after the interviews have ended.

Post Admission

All students in the School of Health Professions are required to conduct themselves according to an honor code, exhibit professional behavior, communicate effectively in English, provide proof of health insurance and immunizations, and participate in a criminal background check. They may also be required to submit to random urine drug testing at clinical sites.

Service Work

Each clinical laboratory rotation experience will enhance the student's integration of theory and practical skills. Students will perform actual laboratory testing under the supervision of the clinical instructor. Students cannot perform laboratory testing or report laboratory results without the supervision or co-signature of the clinical instructor. Although students are encouraged to help with the work in an assigned laboratory, they are not to take the place of a paid employee.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health and Science Pathways Advisor** only. For the Essex campus call 443-840-1973 or visit the Student Services Center room 120A. The hours, addresses and phone numbers for all sites can be found by calling 443-840-2222 or online at

<http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-Academic-Advisor.aspx>.

Program Director – Candice Grayson at cgrayson@ccbcmd.edu

Education Coordinator – Karen Bordenet at kbordenet@ccbcmd.edu

School of Health Professions Office of Admissions at 443-840-1989 or email

shpseat@ccbcmd.edu



Essential Functions

The primary goal of the Histotechnology program is to prepare qualified graduates for entry level employment in hospital laboratories.

The duties of the Histotechnician are to prepare sections of human tissue from biopsy or autopsy for microscopic examination by processing and cutting tissues, mounting them on slides and staining them with special dyes for microscopic examination by a pathologist for the diagnosis of disease in a safe and effective manner.

The accrediting agency for the Histotechnology program, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), mandates that students be informed of essential functions necessary to perform activities related to the major and the practice of histotechnology.

Following is a listing of the types of skills usually required for job performance:

I. Physical Requirements:

- A. Sufficient strength and mobility to:
 - i. Lift and transport containers weighing up to 25 pounds
 - ii. Reach equipment on shelves higher than eye level
 - iii. Work at countertops and bench tops having an average height of 30-46 inches
- B. Fine motor coordination sufficient to perform manual manipulation of lab equipment such as glass slides and coverslips
- C. Adequate vision to:
 - i. Read labels, instrument control panels, computer screens, and print-outs
 - ii. Perform microscope work to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens
 - iii. Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products
 - iv. Observe laboratory demonstrations in which biologicals (i.e. body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical hematological, immunological, microbiological, and histochemical components
- D. Sufficient hearing to:
 - i. Answer phones, beepers, and alarms
 - ii. Respond to questions
 - iii. Receive directions

II. Interpersonal Skills:

- A. The ability to:



- i. Work in a professional manner with patients of all ages, races, creeds, and physical condition while maintaining and respecting patient confidentiality
- ii. Interact with other members of the health care team in a polite, professional manner
- iii. Communicate and receive written and verbal instructions and accurately carry them out using proper channels of communication
- iv. Use accurate verbal written communications in English to interpret laboratory data, obtain and document relevant clinical information, comprehend and carry out physician requests, and provide patient/public education related to the profession of histotechnology

III. Intellectual Ability and Emotional Stability to:

- A. Exercise independent judgment and avoid distraction in the technical performance of laboratory procedures
- B. Solve laboratory mathematical problems quickly and accurately
- C. Prioritize requests and work concurrently on at least two different tasks
- D. Work under time constraints
- E. Work calmly and efficiently in stressful situations
- F. Recognize emergency situations and take appropriate actions
- G. Complete program requirements

IV. Environmental Requirements:

- A. Laboratory work involves risks or discomforts that require special safety precautions, additional safety education, health risk monitoring, working with sharps, chemicals and infectious disease.
 - i. Use protective clothing or gear such as masks, goggles, gloves and lab coats or aprons
 - ii. Work safely with potential chemical, radiologic, and biologic hazards using universal precautions
- B. Histotechnology students are required to:
 - i. Receive a Hepatitis B Vaccine series or sign a waiver
 - ii. Receive the Flu Vaccine (*by October 15th of the clinical rotation semester*)
 - iii. Provide proof of recent immunizations against infectious diseases such as measles, mumps, and rubella (*prior to clinical rotations*)
 - iv. Submit to periodic drug screening and annual testing for exposure to tuberculosis (*prior to clinical rotations*)
 - v. Submit proof of current enrollment in a health insurance plan (*each semester*)



Ranking Criteria Point System

Overall CCBC GPA of 2.0 Yes or No

Note: Points are taken off the applicant's score for every science course repeated within the last five years.

Prerequisite Courses and Sciences (must have C or better in all courses)

Point possibilities: A=10 B=6 C=2 D=0 *A=5 B=3 C=1 D=0

Course	Grade	Deductions	Points	Comments
BIOL 109				
BIOL 110				
CHEM 107				
CHEM 108*				
MLTC 101				
ENGL 101				
BIO 230				

Total Points _____/70 possible points

Other Program Courses (must have C or better in all courses)

Point possibilities: A=5 B=3 C=1 D=0

Course	Grade	Points	Comments
CMNS 101			
MATH 135			
SOCL 141			
ALHL 115			

Total Points _____/25 possible points

Interview Score

Attach interview score sheet from Program Director. Note: A poor performance on the interview will be sufficient reason for denial of admission into the program.

Total Points _____/50 possible points

Total application score _____